

## JAMF - Receiving/Release

### 6006.1 RECEIVING GUARD STATION

- (a) The Receiving Guard Station will have [REDACTED] responsible for operating the electronic control panels for their area 24 hours a day, 7 days a week. The assigned staff member shall include one of the following:
  - 1. A member assigned directly to the Receiving Guard Station to operate the control panels, or
  - 2. Staff assigned to Main Control.
    - i. If the Receiving Guard Station control panel operations are [REDACTED] [REDACTED] staff shall notify their Sergeant and Main Control of the transfer.

### 6006.2 RECEIVING/RELEASE PROWLER

- (a) The Receiving/Release Prowler positions will be staffed by a Deputy. The prowler's primary responsibility is to supervise inmates in the processing and release areas, and maintain the security of medical, records and property room staff.
- (b) When inmates are present, [REDACTED] Deputy with the assigned Receiving/Release Prowler key set will remain in the Receiving area.

### 6006.3 RECEIVING SALLYPORT

- (a) Unless otherwise deemed necessary, all pedestrian access into and out of the James A. Musick Facility will be through the Main Control sallyport and monitored by members at the Main Control Guard Station. For details on sallyport security, refer to CCOM Section 1701.8 – Sallyport Integrity and CCOM Section 1701.9 – Security Doors.
- (b) If an unknown person is attempting to enter the Receiving sallyport, member(s) will determine who the person is wanting to enter the facility, if they are cleared and if the person is carrying any weapons.
  - 1. If the person is armed, the Receiving Guard Station Member(s) will direct that person to secure any weapons.
  - 2. When a question arises, a Deputy will be contacted for assistance before opening the door(s).

### 6006.4 RECEIVING/RELEASE COUNT

- (a) It will be the responsibility of the Receiving/Release Deputy to conduct a count of inmates in the Processing area at the designated count times. For more information about inmate counts, refer to CCOM Section 1719 – Inmate Counts.
- (b) Inmates located on the first floor will be designated by housing location beginning with [REDACTED]
  - 1. Definitions:

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- (c) A Deputy will account for all inmates on the first floor in Release, Holding Cells HM1-HM10, HF1-HF9, Observation Cells 1-3, Medical Exam Rooms, Classification Booths and the Clothing/Property Room.
- (d) The Operations Sergeant will be notified immediately of any unsolved discrepancies with the count.

#### **6006.5 TRANSFERS FROM INTAKE RELEASE CENTER OR THEO LACY FACILITY**

- (a) Classification prepares inmate facility transfers, at the direction of the Population Management Unit (PMU).
- (b) All inmates being transferred to the James A. Musick Facility will be dressed in jail issued clothing according to their classification level.
  - 1. For more information about inmate classification levels, security procedures by classification level, inmate clothing and identification cards, refer to CCOM Section 1202 – Classification Descriptions and Identification.
- (c) The transportation bus/van will arrive at the Receiving Vehicle Sally Port and contact the Main Control Guard Station Member via the intercom.
  - 1. The Main Control Guard Station Member will notify the Receiving Member of incoming traffic.
  - 2. A Deputy will be present during the loading or unloading of any inmates.
  - 3. The Receiving Vehicle Sally Port doors will remain closed during the loading and unloading of inmates.
    - i. A Deputy will communicate with Main Control when the security lot is clear, and inmates are no longer present.
- (d) [REDACTED].
  - 1. For more information about personal and duty weapons security, refer to CCOM Section 1801.1 – Personal and Duty Weapons Security and CCOM Section 6002.6 – Vehicle/Pedestrian Sallyports.
- (e) A Deputy will conduct roll call of the inmates off the bus by using the list provided by PMU. Each inmate's identity will be verified by use of the module card.

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1. For more information about inmate classification levels and security procedures by classification level, refer to CCOM Section 1202 – Classification and Identification.
- (f) The inmates will be secured in the receiving holding cells upon exit from the bus and entry into the facility.
  1. Staff will resolve any discrepancies between the transfer list and the number or identity of arriving inmates.
  2. Each inmate will be transported with related property and documents, including:
    - i. Records file
    - ii. Medical file
    - iii. Property inventory receipt
    - iv. Related property (if any)
    - v. Clothing inventory card
    - vi. Related clothing (if any)
  3. A search of the inmates and personal items (ex. Commissary) will be conducted in accordance with CCOM Section 1710.4 – Body Searches of Inmates and CCOM Section 1710.5 – Search of Inmate Property.
  4. A Deputy will verify that each inmate's personal property and related documents were received.
  5. When an inmate's property is deemed missing, a Lost Property Report must be written by the sending facility, documenting the loss. If no report was sent for the missing item(s), the Deputy will notify the Operations Sergeant. Refer to CCOM Section 1400.13 – Claim for Lost Money or Property.
    - i. The Sergeant will contact the Operations Sergeant at the sending facility to request a report, recording the name of the person contacted.
    - ii. If a report is not received within three days, the Sergeant will notify the Watch Commander for direction.
- (g) The Operations Sergeant will be notified by a Deputy when the transfers arrive, how many and the early time. The Operations Sergeant will be responsible for each inmate receiving a bed within 24 hours.
- (h) The Receiving/Release Deputy(s) will assume control over movement of the inmates while in the Booking Loop.
- (i) A Deputy will provide a brief orientation for the inmates regarding meal service, facility rules and services, where they are posted, and "off limits" areas.
- (j) Inmates will be told to view the video covering facility rules and regulations.
- (k) A Deputy will ensure each new inmate is provided with one (1) complete set of full jail issued clothing consistent with their specific classification level. The remaining full jail issued clothing/bedding will be provided upon arrival at their assigned housing

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location. Refer to CCOM Section 5000.4 – Receiving Inmates, and CCOM Section 1600.2 – Orange County Jail Rules.

- (l) Inmates will be secured in holding cells to await escort to their housing location.
- (m) Once all inmates are secured, a member will take their personal property bags to the clothing room.
  - 1. The personal property bags will be placed in the property room for safekeeping.
- (n) Inmates will be escorted to their housing location by [REDACTED] Deputy.
- (o) A Deputy will process the transfer paperwork.
  - 1. Mod cards will be marked to show:
    - i. Date and time received
    - ii. Housing location
  - 2. The mod cards will be delivered to the housing area along with the inmate.
  - 3. Medical files will be delivered to CHS staff.
    - ii. Inmate medical files will be verified by CHS staff, to ensure all arriving inmates are medically/mentally cleared for Musick housing.
  - 4. Inmate records files will be delivered to Inmate Records.

#### 6006.6 COURT TRANSFER

- (a) Inmates attending court will be escorted individually, or in groups, from their housing location to the Booking Loop by a Deputy. For more information about court preparation, refer to CCOM Section 7000.5 – Court Preparation.
- (b) For more information on court transfer, refer to CCOM Section 1300 – Court Transfer.

#### 6006.7 RELEASING INMATES

Unless otherwise directed by the Facility Commander, any inmate housed at the James A. Musick Facility, scheduled for release, shall be transported to the Intake and Release Center for release.

- (a) The Receiving/Release Deputy will assume control over movement of the inmates while in the Booking Loop. PMU will complete the JMS transfer process.
- (b) Each inmate, the transfer list and all identifying cards must be verified for accuracy by the Receiving/Release Deputy.
- (c) Each inmate will be transported with related property and documents, including:
  - 1. Records file
  - 2. Medical file
  - 3. Property inventory receipt
  - 4. Related property (if any)
  - 5. Clothing inventory card

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6. Related clothing (if any)
  - (d) For more information on release, refer to CCOM Section 1400 – Release.