

## TLF - First Floor Guard Station

### 7004.1 LOCATION

The First Floor Guard Station will coordinate the functions of the Modules, Barracks and inmate movement.

The First Floor Guard Station is located in the center of the floor at the bottom of the main escalator. This station is staffed 24 hours a day, 7 days a week. The Guard Station is a fixed position and the assigned CSA may only leave their post when properly relieved. It is the coordination and control point of all Theo Lacy Facility housing activities.

- (a) The Guard Station is a secured area to which inmates are denied access, except for cleaning purposes.
  - 1. Under immediate direction and with prior approval of the Guard Station CSA, a CSA will oversee the cleaning of the station by an inmate worker.
  - 2. Inmates cleaning the Guard Station will not be permitted to loiter in the station or to have access to any documents or security equipment.

### 7004.2 DISTRIBUTION OF FACILITY PAPERWORK

- (a) At shift change, staff members will stop at the First Floor Guard Station to drop off/pick up paperwork applicable to their work location. This will include Administration Clerical staff, designated Inmate Programs staff and the Clothing/Property CSA. The First Floor Guard Station will contain a basket for each of the following areas:
  - 1. A-E Barracks
  - 2. F Barracks
  - 3. G Barracks
  - 4. H Barracks
  - 5. Module I
  - 6. Module J
  - 7. Module K
  - 8. Module L
  - 9. Module M
  - 10. Module N
  - 11. Module O
  - 12. Module P
  - 13. Module Q
  - 14. Module R

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- (b) The First Floor Guard Station CSA will place paperwork delivered to him into the appropriate basket and distribute paperwork to the appropriate staff member.
  - 1. To eliminate congestion in the Guard Station, paperwork will be passed to/received from the CSA via the window pass-through.
- (c) The Shift I CSA will ensure that all paperwork from the previous day has been distributed in a timely manner. The CSA will contact those areas that have failed to pick up paperwork and [REDACTED]
- (d) First Floor Guard Station CSA's will receive direction and supervision from the First Floor Sergeant.
- (e) The First Floor Guard Station CSA's will coordinate certain housing activities, scheduled or spontaneous, with prior approval of the First Floor Sergeant (i.e.; meals, mass movement, court, medical and dental passes).
- (f) The First Floor Guard Station CSA's will maintain communications with the Lobby, Barracks, Module and Main Control Guard Station Deputies SSO's/CSA's. The First Floor Sergeant will be advised of information from other Guard Stations and/or via the Operations/Housing/Module Sergeant(s).

#### **7004.3 SECURITY EQUIPMENT**

- (a) The First Floor Guard Station will be equipped with security monitoring and regulating equipment.
- (b) Security doors will be monitored at the control panel in the First Floor Guard Station. The CSA will be constantly aware of each door's status and the working order of all equipment. Doors will remain closed unless an authorized person is passing through.
- (c) An emergency Guard Station key will be kept in the First Floor Guard Station to be used in the event of a power failure. The key will only be issued in times of emergency and at the direction of the Sergeant.
- (d) The First Floor Guard Station CSA will use the public address system when necessary.
- (e) An emergency movement control will be located in the First Floor Guard Station for the main escalator. Both escalator movement and direction can be controlled by the First Floor Guard Station CSA's and the Main Control Deputies.

#### **7004.4 SUPERVISION OF INMATES**

- (a) Visual supervision of inmates in the first floor corridors will be the responsibility of the First Floor Guard Station CSA.
- (b) Surveillance will be by direct line of sight and by CCTV cameras.
- (c) The First Floor Guard Station CSA will maintain in continuous contact with other Guard Stations and Main Control regarding inmate movement through the corridors.
- (d) When the Medical Prowler Deputy is unavailable to supervise inmates in the Medical waiting area, the First Floor Guard Station CSA will coordinate with Main Control staff the movement of inmates to and from the Medical waiting area and holding cell H18.

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- (e) The First Floor Guard Station CSA will ensure that an escort is provided for inmates requiring escort through the corridors. Prowler or Escort Deputies will coordinate to perform the escort with the First Floor Guard Station CSA or First Floor Sergeant.
- (f) Anytime an inmate leaves the Barracks, other than in a group or mass movement, they must have a completed movement pass. Movement passes will be checked for destination and accuracy by the First Floor Guard Station CSA.
- (g) Mass and group movements will be under escort. The First Floor Guard Station CSA will visually monitor mass and group movement.
- (h) New inmates will arrive at the Receiving Guard Station with their processing forms. After they are directed to a designated holding cell, a Classification Deputy will provide the First Floor Guard Station CSA with the inmate's mod card. The First Floor Guard Station CSA will notify the appropriate housing location and a Deputy from that location will escort the inmate to the correct housing location.

#### **7004.5 MEAL SCHEDULES**

- (a) The First Floor Sergeant will oversee the breakfast and dinner meals, which are served in the Inmate Dining Hall. The Sergeant may designate a Deputy to station themselves in the "Crow's Nest", which oversees the Inmate Dining Hall. The Crow's Nest Deputy will determine the serving sequence schedule for each meal and each housing unit and relay the meal schedules to the Barracks Deputies. The schedule will change frequently in order to prevent inmate complaints of partiality and to impede the inmate's ability to predict the times of potential security breaches. Each inmate will be allowed a minimum of fifteen (15) minutes to complete each meal. However, if they are finished eating, the fifteen (15) minutes does not apply.

#### **7004.6 VIDEO RECORDING**

- (a) The Receiving/Release Deputy will be responsible for the operation of the video cassette recorders located in the video cabinet inside the Receiving Guard Station, including daily replacement of video tapes. The Receiving/Release Deputy will conduct daily checks of the video cassette recorders and video monitoring equipment to ensure they are operating properly at all times.
- (b) Video Cassette Recording/Video Monitoring
  1. [REDACTED] within the Receiving Guard Station.
  2. In the event one of the video cassette recorders becomes inoperative, the First Floor Sergeant will be notified immediately.
  3. Camera number #1 is located above the nurses triage station. Numbers #2 through #6 continue along the processing loop to release. Number #7 is located within the Receiving Guard Station sally port. Number #8 is located outside the doorway connecting the receiving sally port and the hallway leading to the lobby.
  4. Each camera is taped continuously for a twenty-four hour period by the video cassette recorder.

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(c) Video Cassette Recorder Tape Replacement

1. [REDACTED] the Shift II Receiving/Release Deputy will replace the video tape in the video cassette recorder.
2. Each day of the week will have seven tapes designated TLF Booking Loop and the current date for each camera. Each tape removed will be replaced with the respective tape for the following day.
3. Once all the tapes for the previous day have been rewound, they will be placed into the appropriate slot in the video tape storage cabinet located next to the video cabinet.

(d) Evidence Procedures

1. In the event an incident occurs that requires a Jail Incident Report, the First Floor Sergeant will make the decision whether or not the tape(s) recording the incident will be placed into evidence for safekeeping.
2. If a tape is to be placed into evidence for safekeeping, the property tag shall be marked with the corresponding Jail Incident number.
3. If no legal action occurs within a year and a day of the incident, the tape shall be withdrawn from Headquarters Property and returned for use at Theo Lacy.
4. In the event an incident occurs that requires a DR Report, the First Floor Sergeant will assign a Deputy to remove the tape(s) recording the incident and place it into evidence.
  - (a) The tape shall be pulled and deposited in Headquarters Property with the appropriate evidence tag and DR number.
5. If a tape is removed for storage and/or evidence purposes, it shall be replaced with a new tape immediately.

#### **7004.7 ESCALATOR**

(a) Movement

1. The First Floor Guard Station CSA will monitor all inmate movement in the escalator.

(b)

[REDACTED]