

# Orange County Sheriff-Coroner Department

## Custody and Court Procedures Manual

---

### **PREFACE**

#### **Custody Mission Statement**

The Orange County Sheriff's Department's Custody Operations Command is dedicated to providing safe and secure facilities for those entrusted to our care. It is ingrained in our departmental character to uphold the law and is professionally delivered with the utmost integrity. We remain ever diligent to the citizens of the County of Orange with the confidence our staff remain professional in the performance of their duties and vigilant in their efforts to safeguard the community.

#### **Courts Mission Statement**

The Mission of the Orange County Sheriff's Department Court Operations Division is to protect and to serve the Orange County Judiciary and the public with integrity and dedication by ensuring a safe environment with an unparalleled commitment to providing Professional Civil Services and executing all orders of the Superior Court in the most efficient and courteous manner.

#### **Custody and Court Operations Manual (CCOM)**

The Custody and Court Operations Manual (CCOM) has been prepared and published for the Orange County Sheriff's Department. The CCOM is intended to provide all sworn, non-sworn, and professional staff members in both Custody Operations Command and Court Operations Division with current and applicable rules and regulations.

Although Custody and Courts fall under different commands, the two are inherently linked in their daily operations. This association and relationship warrant the continuance of this adjoined policy that respects the combined mission of both commands.

This manual has been prepared to aid sworn personnel in performing their duties. It is not intended to be used as a substitute for training requirements, nor does it relieve any Deputy of the responsibility of seeking answers to questions from an authoritative source. It is incumbent upon each Deputy to keep abreast of all changes in the laws, departmental regulations and procedures. Finally, this manual is offered for reference and is not intended to stifle discretion or initiative when appropriate. All Deputies should exercise their responsibilities in an efficient and professional manner. In so doing, the public's trust and confidence in the Orange County Sheriff-Coroner Department will be enhanced. The policies contained in this manual are subordinate to the Orange County Sheriff's Department Policy Manual. If there is any perceived or real contradiction between the two manuals, the Department Manual policy supersedes the CCOM. The contradiction from the CCOM is to be brought to the attention of a supervisor and notice shall be made via the chain of command to resolve the conflict. Additionally, any facility and/or assignment specific sections of the CCOM (ie: 3000 through 19999) will be subordinate to CCOM sections 1100 through 2999. Disclosure of the material contained in this manual may compromise facility security, harm public safety, and place personnel in danger. The contents of this manual are not to be released to

# Orange County Sheriff-Coroner Department

## Custody and Court Procedures Manual

### *Preface*

---

any member of the public or outside agency without authorization from the Custody and Court Operations Assistant Sheriff. Loss of this manual should be reported immediately to a facility shift commander.

Portions of the policy contained within these sections are recognized as confidential or sensitive information by the California Code of Regulations Title 15 Section 1029 and are not to be distributed to the general public or the media.