

Facility Security and Control

15002.1 SECURITY INSPECTIONS

(a) Employee Responsibilities

1. Every employee of the facility will be observant and aware of equipment and procedures in their assigned area(s).
2. All employees will bring defective non-security equipment to the attention of their supervisor during their shift.
3. Employees will be instructed in their job descriptions about facility security, so that each employee has the opportunity to be thoroughly familiar with and have the ability to adhere to security policies and procedures.
4. Employees will use security equipment correctly as instructed, in order to ensure proper use and to prolong service.

(b) Supervisor Responsibilities

1. [REDACTED]
- (a) [REDACTED] supervisors will walk the perimeter with the Facility Services Officer to inspect the facility landscape to include the monitoring and removal of plants/trees, particularly against facility walls.
2. Supervisors will be attentive to reports of equipment failure. They will make inquiries of their subordinates on the condition of security equipment.
3. Routine repairs of facility equipment will be requested in writing via email to the Facilities Management Group. The Sergeant will document the request in the Court Operations Log.
4. The shift supervisor will make emergency repair notifications via phone call. All emergency repair calls will be documented on the Court Operations Log.
5. Supervisors will be thoroughly familiar with the job procedures of their subordinates and require that those procedures be correctly carried out in a timely manner.
6. Supervisors will document outdated or ineffective procedures. Detailed recommendations for correcting the procedures will be submitted to the Facility Captain by the supervisors.

(c) [REDACTED] Formal Inspections

1. The court sergeants will conduct formal inspections of the facility on their assigned shifts.
2. The report shall be submitted to the Facility Captain by the [REDACTED]

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- i. The report will state the date the repair was first requested and the original work request number.
 - ii. Work requests will be submitted on new repairs needed.
 - iii. The report will identify noted deficiencies.
 3. Repairs that involve safety issues will be immediately addressed.
- (d) Inspection of Perimeter
 1.
 - i. At facilities with a perimeter fence, the assigned staff member will inspect the outer facility perimeter fence for damage, signs of tampering or any other condition that may be considered a breach of security.
 - ii. One perimeter check shall be conducted
 2. The inspection will be noted on the Court Operations Log.
 - i. The assigned staff member will make an entry in this log each time an inspection is completed.
 - ii. A written report of the inspection will be submitted to the facility Captain if any damage, signs of tampering or other breach of security is discovered.
 3. The facility Captain shall take immediate and appropriate action to ensure the security and integrity of the perimeter fence.
- (e) Security Inspection
 1. The Division Commander shall review both internal and external security measures at least if not more frequently.
 2. All reviews will be documented in a departmental memo and submitted to the Professional Services Command Assistant Sheriff for review.
 3. The Division Commander will submit an annual report to the Professional Services Command Assistant Sheriff. The report will:
 - i. Include an update on any long-standing unresolved equipment or procedural problems.
 - ii. Explain when a follow up inspection was conducted and what action was taken.
 - iii. State any corrective action the Division Commander took.
 - iv. Identify noted deficiencies.

15002.2 SECURITY IDENTIFICATION

- (a) Employee Identification

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1. To maintain the internal security of the facility, all employee entrances will have controlled access to and from the facility. Each security [REDACTED]
[REDACTED] communications and safety systems of the facility to ensure order, security and safety for staff, visitors and inmates.
 - i. All non-uniformed staff, professional staff, and outside agency staff will display an authorized identification badge at all times.
 - ii. All non-uniformed staff, professional staff, and outside agency staff will present this identification to the security entrance/weapons screening staff member prior to entering or exiting the facility.
 - iii. Display of identification card – The ID card will be prominently displayed on the person above the waist, with the picture and name clearly visible, and at all times while inside the Justice Center.

15002.3 FACILITY ALARMS

(a) Exterior Alarm Activation

1. OCSD personnel will be dispatched to the Justice Center to determine if a breach of security has occurred.
2. If a breach has occurred a Facility Services Officer or designee will be requested to respond to the site to allow access to the building.
3. Dispatch will notify the facility Captain of the security breach.

15002.4 SECURITY-KEY CONTROL

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

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- [illegible]

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[illegible]

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- [illegible]

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

15002.5 800 MHZ RADIOS

(a) 800 MHz Radios

1. Location

- i. Handheld radios are located in the [REDACTED]
- ii. Radios are assigned to the various positions throughout the Justice Center.
 - 1. Deputies/SSO's at all Justice Centers have their radios assigned to them.
- iii. All unassigned radios will be returned prior to going off duty at the end of shift.

The primary frequency for each facility is as follows:

[See attachment: Court Radio Frequencies.jpg](#)

(b) The radio call signs for each facility:

[See attachment: Court Radio Call Signs.jpg](#)

(c) Accidental Activation

- 1. Accidental activation of the radio's emergency button will require the staff member to clear the activation with the Sheriff's Emergency Communications Bureau.

15002.6 CCTV CAMERA SYSTEM

(a) General Guidelines

- 1. [REDACTED]

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-
- | Row | Bar Length (approx. % of total width) |
|-----|---------------------------------------|
| 1 | 100% |
| 2 | 25% |
| 3 | 100% |
| 4 | 10% |
| 5 | 100% |
| 6 | 45% |
| 7 | 25% |
| 8 | 100% |
| 9 | 85% |
| 10 | 15% |

(c) Review and Request for Video Copies

1. The review of the CCTV video by any judicial officer, court staff or sheriff's personnel without a specific reason is prohibited.
2. Examples of appropriate reasons include but are not limited to:
 - i. Training.
 - ii. Investigating complaints.
 - iii. Commendations.
 - iv. Quality assurance.
 - v. Review of critical incidents.
3. Copies of the CCTV video(s) will not be duplicated or released except by:
 - i. Court Order.
 - ii. District Attorney / Public Defender discovery request.
 - iii. Upon written request pursuant to California Rules of Court 10.500 or PRA.
4. All requests must be submitted to the Court Executive Officer/Clerk of the Court.
5. Court staff, sheriff's personnel and judicial officers can request a copy of CCTV video from the custodian of records or their designee. The requester will fill out the Superior Court of California, County of Orange closed circuit television video form. The form will be turned into the Justice Center Facilities personnel.
6. At a minimum, personnel requesting a copy of video footage will provide:
 - i. Date and Time of requested incident.

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- ii. Date of request.
 - iii. Location/Camera ID
 - iv. Person authorizing the video(s).
- 7. Sheriff's personnel requesting a copy of a video shall submit the following to the custodian of records or their designee:
 - i. Create New Community Request on Evidence.com and follow OCSD procedure.
 - ii. Complete and submit a Request for Copy of a Closed Circuit Television Video, which is for court tracking purposes. Flash/thumb drives are no longer required.
- (d) Training
 - 1. Personnel assigned to monitor the CCTV System will be trained in its use.
 - i. Training will be conducted by a supervisor or the Facility Services Officer.
- (e) Refer to OCSD Policy Manual (Lexipol) Section 303 - Digital Media and Section 802 - Property and Evidence.

15002.7 CONTROL OF CONTRABAND

- (a) Purpose of Search
 - 1. Random, unscheduled searches of inmates and the facility will be conducted periodically in order to:
 - i. Prevent the introduction of weapons or other contraband into the facility.
 - ii. Detect the presence of weapons, escape devices or other contraband within the facility.
 - iii. Check malicious waste or destruction of facility property.
 - iv. Prevent and maintain sanitary conditions in the facility.

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- H. The proper handling of evidence/contraband.
 - I. The location of the inmates during the search.
 - J. The expected ending time of the search.
 - x. A Sergeant will be present during the entire search.
 - A. The Sergeant will direct the search activities and answer questions of the Deputies.
 - B. The Sergeant will observe the end of the search and facilitate the return of inmates to their cells.
 - C. The Sergeant will hear inmate complaints and take appropriate steps to resolve any complaints.
 - xi. A verbal report detailing the search activities will be made to the Facility Captain by the supervising Sergeant.
 - xii. Observations on the general condition of the facility in the area that was searched will be reported to the Facility Captain by the Sergeant.
 - xiii. The Sergeant will sign and approve any Incident Reports that were prepared.
 - xiv. Search results will be noted in the search Court Operations Log.
 - xv. The Facility Captain will review all reports generated from the search. Information extracted from the reports will be entered into the Facility log as deemed necessary.
2. Spontaneous Searches
- i. A spontaneous search is one that is unscheduled, sudden and done without planning.
 - ii. Deputies are encouraged to conduct small scale spontaneous searches at their discretion, at random, or in response to a criminal act or jail rule violation.
 - iii. Deputies shall notify their immediate supervisor when practical.

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- The image shows a document where all text has been redacted with black bars. The redaction covers the entire content area, leaving only the structure of the document visible through the white space. The redaction is performed using solid black rectangular blocks of varying sizes and positions, completely obscuring any underlying text or graphics.

Staff will conduct safety checks in accordance with OCSD Policy Manual (Lexipol) Section 902 – Inmate Safety Checks.

(a) Tool Storage and Control

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1. Toolboxes, cabinets and drawers will be closed and locked when not in use.
 2. To ensure all tools are accounted for, maintenance personnel working in the secured areas of a Justice Center will make a daily inventory of their tools.
 - i. Tools or equipment will never be stored in the detention areas or areas accessible to inmates.
 3. Inmates will be removed from areas where workers are assigned to work.
 - i. Only in emergency situations will work be performed with inmates nearby and only while being escorted by Deputies.
 - ii. This will only be allowed when there is no other practical solution.
 4. Inmates will never be permitted to handle tools or equipment of the workers.
 5. Tools or equipment are never to be left unattended while inside a secure area.
 6. Deputies and SSO's will remind the workers of the need to account for all tools and equipment.
- (b) Outside Workers Not Regularly Assigned to the Facility
1. Workers not regularly assigned to the facility will be under escort at all times when in the secured areas of the facility.
 2. All staff used as escorts at a Justice Center must be approved by the Facility Captain or their designee.
 - i. It is the duty of the approving staff member to consider the type of work being done, the location and the times where the work is being done and the appropriate security level of staff to provide the escort within the facility.
 - ii. If the escort has to leave the site, the workers will either stop the job or be escorted by another staff member.
 3. Prior to tools being permitted inside a secure area, Deputies will search toolboxes and equipment containers.
- (c) Lost Tool Procedure
1. Workers or Staff shall immediately report the loss of any tool.
 - i. A verbal report will be made to the Sergeant in charge of the area in which the tool was lost.
 2. The area in which the tool was lost will be secured pending an area search.
 3. Deputies will conduct a thorough search of the entire area.
 - i. Inmates who are in the area, or who were in the area when the tool was lost, will be searched.
 4. Unrecovered losses will be documented in a DR.
 - i. The Sergeant will assign a Deputy to write the report.

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5. When tools and/or equipment are found, a DR will be written.
 - i. If the tool was previously reported missing, that report number will be referenced in the "found" report.
 6. The tool or equipment will be returned to its owner.
- (d) Scheduled Job-Walk Tours for Work Projects
1. General Job-walk tours are MANDATORY one-time tours of a facility or area where proposed construction work is planned to occur.
 - i. Tour attendance is required for all contractors interested in submitting a cost proposal (bid) for a public works project.
 - ii. Job walk tours are intended to allow contractors to see the scope of the planned project as well as working conditions in the facility and to explain security concerns related to proposed work.
 - iii. Job-walk tours will be limited to the area affected by the planned project.
 2. Facility Entrance Requirements
 - i. All job-walk attendees must have a valid U.S. Government photo identification or passport in their possession.
 - ii. Photo ID will be needed to exchange for a visitor badge during their visit.
 - iii. Tour attendees shall comply with all facility rules and all directives given by Sheriff Department personnel.
 - iv. All tour attendees are subject to a security search of their person and possessions.
- (e) Contractor Escort
1. Contractors who are not County of Orange employees will be escorted by security staff at all times while in facility security areas.
 2. The primary duty of staff assigned to escort a contractor is to maintain the safety and security of the contractor, employees, detainees, inmates and civilians in escort areas.
 3. Contractor Escort must stay with the contractor at all times while inside security or until relieved by another security staff member.
 4. The Contractor Escort must carry a department issued radio at all times during the escort.
 5. Contractors or tools will not be left unattended at any time. Refer to CCOM Section 1712.2 – Contractor Escort.

15002.10 ELECTRONIC SCANNING DEVICES AND WEAPONS SCREENING GUIDELINES

The Superior Court of California, County of Orange, in collaboration with the Orange County Sheriff's Department, Court Operations Division, has established guidelines for weapons screening within each Justice Center to prevent illegal weapons and other items deemed

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dangerous by the Sheriff's Department from entering the buildings. Electronic searches are a critical component in intercepting weapons and potentially hazardous contraband before they enter the Justice Center facilities, ensuring the safety and security of staff, visitors, inmates, and the facility itself. Justice Center personnel are required to adhere to these established guidelines when conducting searches. For more information, refer to CCOM Section 1717 – Electronic Scanning Devices.

(a) Electronic Scanning Devices

1. Electronic Scanning Devices are non-intrusive scanning systems, which utilize low intensity magnetic fields.
2. [REDACTED]
3. [REDACTED]
4. Use of an Electronic Scanning Device should be used by those staff members who have been trained in their operation.
5. If a person registers an alarm or the LED reaches the red zone bar, have the person walk through the unit again. If an alarm registers, the Deputy has reasonable suspicion to conduct a pat down search.
 - i. The handheld metal detector should be used on all persons registering an alarm.
 - ii. Persons registering an alarm should be questioned by staff as to the presence of metallic objects on or in their body. This can include surgically or otherwise implanted metallic prosthetics or plates.
 - iii. A person can choose to leave the justice center prior to entering the metal detector; however, they will not be allowed into the Justice center until they complete the screening process.
6. Each person regularly assigned to a weapons screening station where X-ray is used will wear a dosimeter.
 - i. A dosimeter measures an individual's or an object's exposure to radiated energy.
 - ii. A weapons screening officer from each Justice Center will be assigned to collect and reissue new monitoring films at the end of each month.
7. Dosimeter Badge Testing Procedure:
 - i. [REDACTED]
 - A. Access shall be limited to the Court Operations Division Vendor Liaison designee, Department County Safety Representative (CSR) and/or CEO/Risk Management Safety Specialist, or their designee.

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- B. Additional access may be granted to appropriate supervisory staff and/or County of Orange Health Care Agency, Employee Health Services designee, with the approval of the Court Operations Captain.
 - ii. Every quarter, the Court Operations Division Vendor Liaison designee shall forward a copy of the monthly dosimetry reports to the County of Orange Health Care Agency, Employee Health Services for review.
 - A. The Department County Safety Representative (CSR) shall be notified by the vendor immediately via telephone should any test result exceed a Level III ALARA Notification Threshold.
 - 1. Upon receipt of a Level III ALARA Notification, the Department County Safety Representative (CSR) shall immediately notify the Court Operations Division Commander and assist County of Orange Health Care Agency, Employee Health Services coordinate any subsequent follow up referrals.
 - iii. County of Orange Health Care Agency, Employee Health Services shall forward a HIPAA compliant summary to the Department County Safety Representative (CSR) and/or CEO/Risk Management Safety Specialist indicating the results of the review.
 - A. County of Orange Health Care Agency, Employee Health Services shall coordinate any subsequent referrals with the assistance of the OCSD Safety Specialist and Court Operations Division supervisory staff.
 - iv. A copy of the quarterly review summary shall be forwarded to the individual court administrative designee for retention.
- (b) Screening Times
 - 1. Weapons screening will be conducted during normal business hours.
 - i. Exceptions to this process may be granted by the Superior Court Executive Committee, the Presiding Judge or the Court Operations Division Commander.
 - ii. The Court Operations Division has the authority to vary this process for individuals who are disabled or are experiencing medical problems.
 - 2. Court employees and building tenants who are authorized early and late access to a Justice Center may enter through the employee card access door(s) during the hours the weapons screening process is not in operation.
- (c) Screening Process
 - 1. All members of the public, jurors, attorneys, building tenants and court employees who enter a Justice Center where weapons screening is deployed shall be required to walk through a metal detection device and pass all hand-carried items through an x-ray scanner before being allowed entry.

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- i. Illegal weapons or objects (as specified in the California Penal Code) brought into a Justice Center will be confiscated by the Sheriff's Department. Violations may result in arrest and prosecution.
 2. Unauthorized weapons or objects deemed dangerous by the Sheriff's Department will not be permitted into a Justice Center. Individuals will be given the opportunity of removing the item(s) from the building or relinquishing it to Orange County Sheriff's security personnel.
 - i. All items relinquished are subject to destruction.
 - ii. Unauthorized weapons include but are not limited to concealed firearms (even when the person has been issued a Carrying Concealed Weapons Permit), tear gas, pepper spray, stun gun devices or other similar self-defense weapons, knives, and instruments designed for stabbing or cutting
 3. Judicial Officers are exempt from this policy with a Carry Concealed Weapons (CCW) Permit and prior approval of the Presiding Judge.
- (d) Exceptions
 1. Duly appointed peace officers in uniform or in plain clothes who have proper identification are exempt from the weapons screening process.
 - i. Officers who are party to an action will be required to comply with Penal Code §171b.
 2. Contractors, maintenance workers, county service agency employees, and vendors will be required to check in with the Sheriff Department's Court Operations Security Officer(s) and present authorization of their work assignment.
 - i. Upon verification of the authorization, the Sheriff's Security Officers will permit them to enter the Justice Center with the tools necessary to perform their work.
- (e) Notification of Incidents
 1. An incident is an event in which an X-ray machine emits a warning, is disabled, or fails to function as designed and poses a potential risk of exposure to radiation. The Court Safety Officer must then notify the CDPH Radiological Health Branch of an incident as soon as possible after it occurs. Notification will be made to CDPH no later than four hours after the discovery of an incident where radiation or radioactive materials are emitted which could exceed regulatory limits.
 - i. In the event of an incident, an X-Ray machine operator must immediately contact:
 - A. Local Facility Service Officer
 - B. Court Sergeant
 - ii. The local Facility Service Officer should immediately contact the Court Safety Officer. The Court Safety Officer will then contact:

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- A. Orange County Health Care Agency (Hazardous Materials) – (714) 433-6000
 - B. California Department of Public Health (CDPH) Radiologic Health Branch (RHB) – (916) 327-5106 or (714) 524-5681
 - iii. The Court Safety Officer will submit a written follow-up report to the RHB within 30 days of the incident.
 - iv. A point of contact form for maintenance and emergency issues will be maintained and distributed to the Court Sergeant by the Facility Services Officer.
- (f) Utilization Log
- 1. All Sheriff's personnel who operate an X-ray machine must document the date and time in/out on a utilization log.
 - i. Sheriff personnel will be responsible for maintaining a utilization log for each machine.
- (g) Self-Inspections
- 1. X-ray machine operators will conduct weekly inspections of the X-ray machines they activate and run. Sheriff's personnel should note:
 - i. Type of checks performed
 - ii. Interval at which they are conducted
 - iii. Actions taken, if problems are noted
 - iv. Name of the person who conducted the check
 - 2. Results of the weekly self-inspections should be documented on the Self Inspection Log.
 - 3. Any problems found during the inspection will be brought to the Court Sergeants attention immediately.
 - i. The Court Sergeant (or designee) will notify the Facility Services Officer of the problems.
 - 4. X-Ray machines stored as backup are not subject to inspection on a weekly basis as long as there is an inspection before its first use.
- (h) Equipment Security
- 1. CCR Title 17, Section 30332.1 requires each X-ray machine have a lock which prevents unauthorized access or exposure.
 - 2. X-ray machines must remain locked, except during authorized use or when under the direct surveillance of a trained individual.
 - 3. All X-ray machines must have:

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- i. A physical barrier, photoelectric safety interlock, or other means which makes it impossible to insert any part of the human body into the primary X-ray beam
 - ii. A lock-and-key control which ensures X-ray generation is impossible with the key removed.
 - iii. An illuminated indicator which shows when X-rays are being generated. This indicator must be prominently visible to operators in their normal working positions.
 - iv. An emergency shut off switch ("dead man's switch") which operators use to control X-rays. The emergency shut off switch is a safety feature which causes the machine to stop moving or to shut down if the switch is released.
- (i) Security Provider Training
 - 1. CCR Title 17, Section 30337 requires training to be provided to any individual who operates an X-ray machine.
 - 2. Before operating an X-ray machine, an individual must:
 - i. Review the manufacturer's operations manual (or comparable information on how to operate the X-ray screening device properly and safely)
 - ii. Receive and review copies of regulations which apply to X-ray screening devices for court use (CCR Title 17 and 10 CFR 20)
 - iii. Receive instruction on how to use the screening device
 - iv. Pass two tests. The two tests consist of a written exam and a practical, hands-on exercise.
 - A. To become an operator, an employee must show proficiency in both the written exam and practical exercise with a score of at least 80 percent.
 - B. Employees who fail one or both tests are eligible to retake the tests.
 - v. The tests evaluate an employee's:
 - A. Knowledge of the general responsibilities (such as completing utilization logs and knowing where important information can be found).
 - B. Knowledge of the regulations which apply to X-ray screening devices for court use.
 - C. Knowledge of the safe and proper operation of the X-ray equipment.
 - D. Knowledge of the emergency procedures for the X-ray equipment.
 - E. Competence in using the X-ray screening device.
 - vi. All X-ray operators must pass the above two tests on an annual basis.

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- vii. Sheriff's personnel must maintain a log of employees who have taken the tests and record whether they passed the two tests.
 - A. Individual test scores should be kept confidential.
 - viii. A Training Log must be completed for every employee who operates an x-ray machine. A copy of the log will be sent to the Court Safety Officer annually by June 30th. The log will include:
 - A. The operator's full name.
 - B. The dates of the written and practical exams were passed.
 - C. The test administrator's full name.
 - ix. The Administrative Office of the Court (AOC) has created a "Radiation Safety and Protection Program Toolkit: Security Provider Training for the California Judicial Branch."
 - A. The Emergency Response and Security Services Division (ERSS) can supply Sheriff's personnel copies of the AOC Security Provider Training.
 - x. The training and test administration should be conducted by Sheriff's personnel who are knowledgeable and have experience working with X-ray machines.
- (j) Recordkeeping
- 1. The following records will be collected and maintained by Sheriff's Court Operations Personnel:
 - i. Utilization logs
 - ii. Self-inspection logs
 - iii. Training log for Sheriff's personnel utilizing X-ray machines (A copy of this training log will be sent to the Court Safety Officer on an annual basis).
 - 2. These records will be inspected on an annual basis by the Court Safety Officer in accordance with the annual audit of the Radiation Safety and Protection Program.
 - 3. If a machine is transferred to a different justice center, all of the above records should be sent to the receiving justice center.
 - i. If a machine is retired, all of the above records should be sent to the Court Safety Officer.

15002.11 VIDEO DOCUMENTATION

Video recordings should attempt to document activities by providing a visual and audio record of incidents and occurrences. The video will supplement staff reports, aid in prosecution, limit claims of false use of force and assist in continuing training related to officer safety issues. Refer to OCSD Policy Manual (Lexipol) Section 303 - Digital Media.

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(a) Handheld Camera

1. A Deputy/SSO/CSA will activate the handheld video camera as soon as practical during any unusual or noteworthy event.
2. Events that should be videotaped include, but are not limited to:
 - i. Major disturbances
 - ii. Emergency Response Team (ERT) activations
 - iii. Contacts with uncooperative visitors/inmates that are likely to result in a use of force
 - iv. Use of Force interviews
 - v. Retrieval of contraband
 - vi. Large scale pre-planned searches

15002.12 AUDIO VIDEO RECORDING WITHIN COURTS

(a) Purpose and Scope

1. The Orange County Sheriff's Department provides court security services to all Orange County Justice Centers. The purpose of this policy is to provide Deputies and sheriff special officers assigned to Court Operations with guidelines for enforcing the Court Rules regarding photographing, recording, and broadcasting. These Court Rules are not criminal laws or statutes in nature. Therefore, enforcement should be focused on gaining compliance with the Court Rules rather than arrest or prosecution unless there is a separate citable criminal offense.

(b) Policy and Guidelines

1. Inside Courtroom Protocol:
 - i. Local Rule of Court ("L.R.C.")180 states "No filming, photography or electronic recording is permitted in the justice centers except as permitted in the courtroom consistent with rule 1.150- California Rules of Court"- The California Rules of Court ("C.R.C") rule 1.150 in turn provides that court proceedings may not be recorded without written permission from the Court. An individual who attempts to record inside a courtroom without authorization can be sanctioned and held in contempt of court.
 - ii. Bailiff responsibilities: Deputies assigned to the courtroom should consult or work together with the bench officer (judge, commissioner, or referee) when a possible unauthorized recording device is used in the courtroom.
 - iii. Inquire of the person using the recording device if they have a court order allowing them to record inside the courtroom. Alternatively, inquire of the Clerk of the Court or the Judge/Bench Officer whether the Court has authorized the recording in the courtroom.
 - A. If there is no court order authorizing the recording ask the person to stop using the recording device, turn it off, or put it away.

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- B. Advise the judge or Bench Officer that the unauthorized recording device may have been used inside the courtroom. Follow the instructions of the Judge or Bench Officer in regard to taking any action.
 - C. Confiscate or seize the device **ONLY** at the explicit direction of the Judge or Bench Officer.
 - iv. The primary concern should be to gain compliance and have the individual stop recording or turn off the electronic recording device.
 - 2. Supervisor Notification and Documentation
 - i. A supervisor should be notified as soon as possible, and the incident documented in the Court Operations Log or in an appropriate departmental report.
 - A. All audible electronic devices must be turned off when they are in courtrooms.
 - 3. Outside Courtroom Protocol
 - i. The court policy in place at all justice centers states, "Videotaping, photographing, or electronic recording by the media and general public is not permitted in any part of the court including but not limited to lobby areas, cafeterias, halls, stairs, escalators, and elevators. L.R.C. 180 designates specific areas in each justice center where recording devices may be used without prior authorization or court order (see below).
- (c) Deputy Responsibilities:
 - 1. The primary concern is to get the person or person(s) recording or attempting to record to stop recording. Verbal requests should be given to gain compliance. Confiscation of the recording device should be avoided outside the confines of the courtroom. Such action would be considered a warrantless search and seizure and there is no criminal foundation to detain someone for this alone.
 - 2. When Sheriff's personnel encounter someone refusing an order to stop recording outside the courtroom, they should not independently take action against the offending party unless that person has violated a different provision of the law (something other than the rules of the court). However, they should:
 - i. Notify a supervisor.
 - ii. Contact a Judge or Judicial Officer for direction.
 - iii. Continue to monitor the person violating the court rules.
 - 3. Violators should not be directed to "delete" images unless directed to do so by a Judge or a Bench Officer.
 - 4. Absent an intervening order from the court directing Sheriff's personnel to take action to confiscate the recording device, any confiscation could be a violation of due process, 1st Amendment Rights and/or an unreasonable seizure under

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the 4th Amendment. Therefore, Sheriff's personnel shall not confiscate any recording device without judicial direction.

(d) Media Protocol:

1. Requests of any type for video, still photography, or audio coverage including pool cameras must be made to the court. The request must be submitted to the Judicial Officer assigned to hear the case on Judicial Council Form MC-510 "Order of Media Request" Form. The court public information officer must also be notified via phone 657 622-7097 or email PIO@occourts.org. If the request is granted the limits of the media coverage will be specified and a copy provided to the court Public Information Office.
2. Prohibited Coverage (per C.R.C. or L.R.C. rule 1.150 (e)(6))
 - i. A proceeding closed to the public (e.g. juvenile cases)
 - ii. Jurors or spectators
 - iii. Jury selection
 - iv. A conference between an attorney and client, witness, or aide
 - v. A conference between attorneys
 - vi. A conference between counsel and judge (sidebar)
 - vii. A proceeding held in chambers

(e) Areas in Court Facilities where Media Activities are Authorized

1. Photos, news conferences and on-camera statements to members of the media and general public are allowed only in areas specified for that purpose, without prior court order or authorization from the court PIO.
 - i. Central Justice Center - 700 Civic Center Drive West, Santa Ana
 - A. Northeast corner of the second floor, lobby area near the front windows and escalators
 - ii. Community Court - 909 North Main Street, Santa Ana
 - A. Lobby area outside courtrooms
 - iii. Complex Civil Litigation Facility - 751 W. Santa Ana Blvd., Santa Ana
 - A. Northwest corner of the building, outside CX101
 - iv. Harbor Justice Center - Newport Beach Facility - 4601 Jamboree Road, Newport Beach
 - A. Across from Room 108 on the first floor, near the glass doors in the center of the building
 - v. Lamoreaux Justice Center - 341 The City Drive, Orange
 - A. Due to the privacy concerns and confidential nature of juvenile matters, the front quad exterior of the building has been designated for media interviews. Advance authorization by the Juvenile Court

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Presiding Judge or the Family Law Probate Court Supervising Judge is needed for requests to bring cameras into the justice center, and broadcast media must check in with court security at the building entrance.

- vi. North Justice Center - 1275 North Berkeley, Fullerton
 - A. Exterior steps of main entrance, Central Wing (during inclement weather, use the area across from Dept. 9 at the top of the stairs).
 - vii. West Justice Center - 8141 13th Street, Westminster
 - A. The main lobby in the front of the building
2. Requests for exceptions must be made through the Court's Public Information Office and receive approval from the Presiding Judge.

15002.13 JUVENILE PROCEDURES

(a) Arrival

- 1. Juveniles will be housed at Juvenile Hall under Probation Department supervision until requested by a courtroom.
- 2. Detention will notify Probation and request a juvenile for their court hearing.
- 3. Probation will notify Detention when the juvenile becomes available for court.
- 4. Detention Deputies will go to Juvenile Hall's court holding area to assume temporary supervision over the juveniles while escorting the requested juveniles to court.

(b) Responsibility

- 1. It is the responsibility of the Court Services Deputy to ask the Probation Department if there are any juveniles who represent a risk or hazard to self or others while being held at the Justice Center.

(c) Supervision of Juveniles

- 1. Juveniles will be moved, escorted and kept separate from adults in accordance with Section 208 of the Welfare and Institutions Code and BSCC Title 15 Section 1161.
- 2. While entering the justice center or being moved within the building, every effort will be made to ensure that there is no opportunity for contact or communications with adults.
- 3. While being secured in a court holding cell, the prowler Deputy will perform a safety check on all juveniles at least twice every 30 minutes. All safety checks will be documented on the Court Operations Log. Perform safety checks per OCSD Policy Manual (Lexipol) Section 902 – Inmate Safety Checks and CCOM Section 11002.13 - Juvenile Inmates.

(d) Incident Documentation

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1. Incident or crime reports Involving minors shall be completed on all incidents that occur at any Justice Center.
 - i. Reports shall include the names of the persons involved, a description of the incident, the actions taken, and the date and time of the occurrence.
 - ii. A written report shall be prepared by the staff assigned to investigate the incident and submitted to the Justice Center Sergeant by the end of the workday of the incident.
 - A. A copy of the report will be forwarded to the Probation Department.

15002.14 SECURITY CLEARANCES

It shall be the responsibility of the Court Sergeant or their designee to provide, upon request from the Court Facility Services Officer, a security check of all contractors or vendors requesting to enter the secured or detention areas of the Justice Center to perform work.

(a) Policy

1. All contractor employees providing services to the court are required to pass a security clearance.
2. It is the primary contractor's responsibility to ensure that their employees, independent contractors, consultants, and all other individuals they assign to work on court premises and or projects have successfully passed a security clearance check prior to assignment at any justice center.
3. Contractors shall provide a completed security clearance form for all personnel and subcontractors working at the justice center.
4. OCSD staff will check to ensure all contractor personnel have proper identification and are on the cleared list to perform work in a justice center.
 - i. If an individual is found to be working without proper identification, they may be asked to leave the work site.
 - ii. Anyone found to be working without a security clearance will be escorted out of the building.
5. Security clearances shall be valid for two years from the date of approval.
 - i. After two years, a new security clearance form will need to be submitted and approved for all Contractor personnel to continue performing work in court facilities.
 - ii. It will be the responsibility of the Contractor to provide the Court with updated information regarding any illegal activity, arrest, or conviction of any Contractor employee. Failure to provide updated information may result in termination of the contract.

(b) Disqualifying Offenses

1. Active Warrants.
2. Current Failure to Appears.

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3. On Formal (Supervised) Probation/Parole.
 4. Sex Crime Conviction.
 5. Assault on Peace Officer/Emergency Personnel.
 6. Sales of narcotic charge/conviction.
 7. Violent felony.
 8. Non-Violent felony within 5 years (out of jail or prison for 5 years).
 9. Any misdemeanors within the last 3 years (OCSD/Courts discretion based on circumstances and charge).
 10. Escape, escape attempts, or aid and abet an escape from a correctional facility.
 11. Pending criminal case (discretionary).
 12. Relative with pending litigation at any Orange County Justice Center.
 13. Weapons convictions.
 14. Served any Federal or State time within the last 3 years. (County jail time at OCSD and courts discretion).
 15. Extensive criminal history (subject to court and OCSD discretion).
 16. Omitting, misstatements, lying-or incomplete statements on application.
 17. Gang Affiliation – any documented gang affiliation or membership within 10 years.
- (c) Outside Workers Not Regularly Assigned to the Facility
1. Workers not regularly assigned to the facility will be under escort at all times when in the secured areas of the facility.
 2. All staff used as escorts at a Justice Center must be approved by the Division Commander or their designee.
 - i. It is the duty of the approving party to consider the type of work being done, the location and the times where the work is being done and the appropriate security level of staff to provide the escort within the facility.
 - ii. If the escort has to leave the site, the workers will either stop the job or be escorted by another staff member.
 3. Prior to tools being permitted inside a secure area, Deputies will search toolboxes and equipment containers.
- (d) Scheduled Job-Walk Tours for Work Projects
1. General Job-walk tours are MANDATORY one-time tours of a facility or area where proposed construction work is planned to occur.
 - i. Tour attendance is required for all contractors interested in submitting a cost proposal (bid) for a public works project.

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- ii. Job walk tours are intended to allow contractors to see the scope of the planned project as well as working conditions in the facility and to explain security concerns related to proposed work.
 - iii. Job-walk tours will be limited to the area affected by the planned project.
- 2. Facility Entrance Requirements
 - i. All job-walk attendees must have a valid U.S. Government photo identification or passport in their possession.
 - ii. Photo ID will be needed to exchange for a visitor badge during visit
 - iii. Job-walk attendees shall comply with all facility rules and all directives given by Sheriff Department personnel.
 - iv. Job-walk attendees will be escorted by court staff.
- (e) Contractor Escort
 - 1. Contractors who are not County of Orange employees will be escorted by security staff at all times while in facility detention areas.
 - 2. The primary duty of staff assigned to escort a contractor is to maintain the safety and security of the contractor, employees, detainees, inmates and civilians in escort areas.
 - 3. Contractor Escort must stay with the contractor at all times while inside security or until relieved by another security staff member.
 - 4. The Contractor Escort must carry a department issued radio at all times during the escort.
 - 5. Contractors or tools will not be left unattended at any time.
 - 6. The duties of an Escort Officer are as follows:
 - i. Meet contractor at facility point of entry.
 - ii. Ensure contractors are not carrying weapons.
 - iii. Ensure contractors do not take pictures while in security areas.
 - iv. Inventory contractor's tools prior to entering security areas and complete entry portion of tool inventory form.
 - v. Conduct inspection of work areas before and after work is done to ensure no tools or dangerous conditions are present.
 - vi. Maintain security by ensuring doors remain locked in work area.
 - vii. Remove detainees from work areas if necessary.
 - viii. Ensure detainees do not have access to contractors or tools if detainees are present.
 - ix. Visually check the work area for supplies, trash, and tools when contractor has completed work.

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- x. Secure area where work was done.
- xi. Escort contractor out of security upon completion of work.
- xii. Inventory contractor's tools and complete exit portion of tool inventory form.
- xiii. Forward tool inventory form to the Court Sergeant or their designee.

Attachments

Court Radio Frequencies.jpg

Radio Frequency	Facility	Radio Position
Zone 13	CJC/CCB1/ANNEX	COC (Position 6)
Zone 13	HJC	HOC (Position 7)
Zone 13	LJC	LJC (Position 8)
Zone 13	NJC	NOC (Position 9)
Zone 13	CMJC	SOC (Position 11)
Zone 13	WJC	WOC (Position 12)

Court Radio Call Signs.jpg

CJC	
Division Commander	18-00-09
Captain	18-40-Charlie-1
Sergeant	18-40-Sam1 thru Sam-10
Deputies	18-40-11 thru 99
HJC	
Division Commander	18-00-09
Captain	18-43-Charlie-1
Sergeant	18-43-Sam-1 thru Sam-4
Deputies	18-43-05 thru 99
LJC	
Division Commander	18-00-09
Captain	18-41-Charlie-1
Sergeant	18-41-Sam-1 thru Sam-4
Deputies	18-41-05 thru 99
NJC	
Division Commander	18-00-09
Captain	18-42-Charlie-1
Sergeant	18-42-Sam-1 thru Sam-4
Deputies	18-42-05 thru 99
CMJC	
Division Commander	18-00-09
Captain	18-40-Charlie-1
Sergeant	18-38-Sam 1 thru Sam-2
Deputies	18-38-20 thru 24
WJC	
Division Commander	18-00-09
Captain	18-39-Charlie-1
Sergeant	18-39-Sam-1 thru Sam-4
Deputies	18-39-05 thru 99