

TLF - Main Control Guard Station

7018.1 STAFFING

- [REDACTED]
- (b) Each employee must be relieved by another employee before leaving the Guard Station.
- (c) Assigned Deputies will not leave the Guard Station to attend to emergencies unless directed to do so by the Operations Sergeant or Shift Commander.
 - 1. Prowler Deputies will be directed to attend to activity around the outside of the Guard Station.
- (d) During a complete facility evacuation, the Main Control Deputy will be last to leave unless the Guard Station becomes previously uninhabitable.
- (e) During shift change each off-going Deputy and CSA will remain in the Guard Station until:
 - 1. All Main Control logs are complete and updated.
 - 2. All keys are accounted for.
 - 3. The condition of all security equipment is verified.
 - 4. Oncoming shift Deputy is fully briefed.

[REDACTED]

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

Custody and Court Operations Manual

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7018.3 SECURITY ALARM RESPONSE PROCEDURES

For information on response procedures, refer to CCOM Section 1701.11 - Security Alarm Response Procedures.

7018.4 HAND HELD RADIOS

(a) Hand Held Radio Issuance

1. Radios will be retained/charged in Main Control.
2. Staff coming on duty will be issued radios at Main Control and return them to Main Control when leaving security. Main Control staff will log the radio serial numbers in the Main Control Radio Inventory Log.

(b) Hand Held Radio Inventory

1. Fire Life Safety Staff
 - i. It is the responsibility of the Fire Life Safety Deputies to maintain an accurate and up to date hand held radio inventory.
 - ii. Each morning a Shift I Main Control staff member will take radios in need of repair to the Fire Life Safety office and complete a GSA Work Order for the needed repairs.
 - iii. The status of the radio will be entered into the maintenance computer program.

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- iv. Fire Life Safety staff will have the radios taken to County Communications for repair.
 - v. When repaired, the Fire Life Safety Staff will arrange to have the radios picked up from County Communications and returned.
 - vi. The radio will be shown back in service in the computer maintenance program.
 - vii. The radio will be taken to Main Control Guard Station to be put back into service.
- (c) New Hand Held Radios
 - 1. New radios will be added to the Theo Lacy Facility Inventory before being put in service.
 - 2. Maintenance records will be kept on all Hand Held Radios.
 - 3. Deputy Responsibility
 - i. Hand Held Radios not working properly will be returned to Main Control.
 - ii. The Deputy returning the radio(s) for repair will complete a repair memo obtained from Main Control.
 - iii. The repair memo will be attached to the radio.
- (d) Hand Held Radio Assignment
 - 1. Hand Held Radios are to be assigned by the Main Control and inventoried in the same manner as security keys.
 - 2. The Deputy receiving the radio will ensure it is working properly prior to leaving Main Control sally port.
 - 3. The radio is to be returned to Main Control at the end of each shift and not given to another relieving Deputy.
 - 4. Main Control will show the radio returned on the Main Control Radio Inventory Log and either reissue with a fresh battery or replace the unit.

7018.5 OFFICIAL FACILITY VISITOR CONTROL

- (a) Visitors requesting entry to the Facility security area must stop at the Main Control sally port. Visitors will have already been pre-screened by the Lobby Guard Station staff.
 - 1. The Lobby Guard Station staff will notify the Main Control Deputy when a visitor is proceeding past the Lobby Guard Station en route to Main Control.
- (b) Under no circumstances will any visitor be permitted to enter the sally port, or any other security area, without the Main Control Deputy verifying with the Lobby Guard Station staff that permission to enter was granted by the Shift Commander.
 - 1. Off-duty employees requesting entry to the security area will be required to have the Shift Commander's approval before entry.

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2. Department issued identification badges are required to be worn if not in uniform.
- (c) The staff member being requested may contact the visitor at the Main Control sally port in order to reduce the number of visitors entering security.
- (d) All visitors, other than approved off duty departmental employees, will be required to sign the Visitor Control Log and be issued a visitor's badge at the Lobby Guard Station.
 1. The Visitor Control Log will be filled-out as indicated by the person requesting access.
 2. Visitor badges will be worn in plain sight at all times.
 3. Visitor badges will designate the requirement of an escort by staff members while inside of security.
- (e) All visitors and their packages/containers may be searched prior to entry. Main Control Deputies will summon Escort or Prowler Deputies to search the visitors and/or their packages as deemed necessary.
 1. Prohibited Items:
 - i. Contraband of any kind.
 - ii. Food or beverages of any kind.
 - iii. Explosives, weapons, combustibles.
 - iv. Other items not approved by the Shift Commander.
- (f) All visitors, other than approved off duty departmental employees, will be under escort at all times while in the security area of the facility.
 1. Jail staff will keep the visitors under observation at all times.
 2. Visitors will not be permitted to use facility equipment or keys.
- (g) Visitors with prior approval will be processed at Main Control as follows:
 1. Maintenance persons not regularly assigned to Theo Lacy will be escorted at all times. Tool boxes and material containers will be checked prior to entering security. Form J-037 will be filled out for those who work at the facility on a repeated basis.
- (h) Truck Sally Port Entrance
 1. Main Control and/or the Red Sector SSO will maintain a Visitor's Log on all delivery, repair, GSA Facility Operations or visitor vehicles entering the Truck Sally Port security yard.
 - i. The Guard Station Deputy, CSA, and/or the Red Sector SSO will log the time in, time out, name of occupant and company represented of all vehicles entering the compound.

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- ii. No delivery vehicle will be permitted into the Truck Sally Port or Security without a Sworn Deputy or SSO being present. The Deputy or SSO will remain in the delivery area while the vehicle is entering and exiting the security yard.

7018.6 DAILY 24-HOUR LOG

- (a) The Main Control Deputies will be responsible for maintaining the Facility "Daily Log - 24 Hour". This log will briefly note in chronological order all of the days noteworthy events, referencing report numbers, staff and inmates involved and time of occurrence.
- (b) The log will also list, by shift, the Shift Commander, Sergeants and Main Control Deputy on duty.
- (c) Each log may be comprised of more than one page but will consist of only those activities between [REDACTED] Each page will be dated and numbered.
- (d) Contents of the log will be consistent with other jail facilities.
 - 1. Incident numbers will consist of the facility designator, date and time an incident occurred. [REDACTED]
 - 2. Crime report case numbers will be included with the Incident Number.
 - 3. Involved staff and inmate names will be included with a brief synopsis of the incident in the "Disposition" section of the log.
 - 4. Information on the log will be typed.
 - 5. A notation is made on the log for the beginning of each shift.
- (e) The Shift Commander for each shift will review and make an entry to the log at the end of the shift. The Shift Commander's entry will indicate knowledge and approval of the log's contents.
 - 1. Each Shift Commander will ensure that the log is locked at the end of each 24-hour log period.
 - 2. The Shift I Shift Commander will be responsible for tracking all reports listed on the 24-hour log for each day, to ensure the timely completion of each report.

7018.7 ESCALATOR

- (a) Movement
 - 1. The Main Control Deputy and CSA will monitor all inmate movement on the escalator.
- (b) Fire Control
 - 1. Per the Elevator Code, if due to fire or smoke the second floor fire door closes, the escalator must stop. This will be done by the Main Control Deputy or CSA manually pressing the escalator stop button. To restart the escalator, the Main

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Control Deputy or CSA will manually press the start button as there is no automatic reset for the escalator.