

Maintenance and Tool Control

1712.1 TOOL STORAGE AND CONTROL

For the safety of staff and inmates, maintenance personnel will maintain constant control and accountability of all tools and equipment used in jail facilities.

- (a) Only workers assigned to the Orange County Sheriff-Coroner/Facility Operations (OCSC/FO) will store tools and equipment in the Maintenance Shop or warehouse.
- (b) Toolboxes, cabinets and drawers will be closed and locked when not in use.
- (c) The Maintenance Shop door(s) will be closed and locked when the shop is unoccupied.
- (d) At the end of each workday, all tools and equipment will be returned to the shop. To ensure all tools are accounted for, maintenance personnel will complete a daily inventory of their tools. Tools or equipment will never be stored in housing areas or areas accessible to inmates.
- (e) Inmates will be removed from areas where contractors or maintenance personnel are assigned to work. Only in emergency situations will work be performed with inmates nearby and only while being supervised by Deputies. This will only be allowed when there is no other practical solution.
- (f) Inmates will never be permitted to handle workers' tools or equipment. Tools or equipment are never to be left unattended while inside a secure area.
- (g) Deputies/SSOs/CSAs will remind the maintenance personnel of the need to account for all tools and equipment.

1712.2 CONTRACTOR ESCORT

As used in this section, contractor means any non-sworn person not assigned to Orange County Sheriff's Department (OCSD) Custody Operations, Court Operations, OCSD Facilities Operations, OCSD Communication and Technology, or Correctional Health Services (CHS) who is performing a job function at an OCSD custody facility. This section does not apply to Inmate Services Division (ISD) volunteers. ISD volunteers are covered in [CCOM Section 2000 – Inmate Services and Programs](#).

- (a) Security Clearance
 - 1. All contractor employees providing services to all Orange County Jail facilities are required to pass a security clearance.
 - 2. It is the project manager's responsibility to ensure that the primary contractors and their employees, independent contractors, consultants, and all other individuals they assign to work within the jails have successfully passed a security clearance check prior to their assignment.
 - 3. Contractors shall provide a completed security clearance form for all personnel and subcontractors working within an OCSD jail facility.

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4. OCSD staff will check to ensure all contractor personnel have proper identification and are on the cleared list to perform work within an OCSD jail facility.
 - 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. Each OCSD jail facility is responsible in conducting security clearances for Contractor personnel working at their facility.
 - ii. After two years, a new security clearance form will need to be submitted and approved for all Contractor personnel to continue performing work within an OCSD jail facilities.
 - iii. It will be the responsibility of the Contractor to provide OCSD 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.
6. Disqualifying Offenses
 - i. Active Warrants.
 - ii. Current Failure to Appears.
 - iii. On Formal (Supervised) Probation/Parole.
 - iv. Sex Crime Conviction and/ or registered under the Sex Offender Registration Act.
 - v. Assault on Peace Officer/Emergency Personnel conviction.
 - vi. Sales of narcotic charge/conviction within the last 7 years.
 - vii. PC 4573.5 convictions or possession of drugs in jail, within the last 10 years.
 - viii. Violent felony within 10 years.
 - ix. Non-Violent felony within 5 years (out of Jail or prison for 5 years).
 - x. Any misdemeanors within the last 3 years (OCSD/Jails discretion based on circumstances and charge).
 - xi. Escape, escape attempts, or aid and abet an escape from a correctional facility.
 - xii. Pending criminal case (discretionary).
 - xiii. Relative with pending litigation at any Orange County Justice Center.
 - xiv. Weapons convictions.

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- xv. Served any Federal or State time within the last 3 years. (County jail time within an Orange County Jail facility will be the OCSD/jails discretion).
 - xvi. Extensive criminal history (subject to OCSD/jails discretion).
 - xvii. Omitting, misstatements, lying-or incomplete statements on application.
 - xviii. Gang Affiliation-any documented gang affiliation or membership within 10 years.
 - xix. Any other crime or event that may jeopardize the security of any Orange County Jail facility.
- (b) Contractors will be escorted at all times. All staff used as escorts at a custody facility must be approved by the Division Commander or their designee. It is the duty of the approving party to consider the type of work being done, the location where the work is being done, the times when the work is being done, and the appropriate security level of staff to provide the escort within the facility.
- (c) Prior to tools being permitted inside a secure area, security staff will search toolboxes and equipment containers.
- (d) Contractor Escort Procedures
- 1. Contractors will be escorted by security staff at all times while in facility security areas.
 - i. Contractors are prohibited from bringing cell phones or electronic recording devices into jail facilities without prior authorization from the Division Commander.
 - 2. The primary duty of staff assigned to escort a contractor is to maintain the safety and security of the contractor and all other persons in the escort area.
 - 3. The contractor escort must stay with the contractor at all times while inside security unless relieved by another security staff member of equal or higher job classification. If the escort has to leave the site, the workers will either stop the job or be escorted by another 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 the contractor escort are as follows:
 - i. Meet contractor at facility point of entry.
 - ii. Ensure contractor is not carrying weapons.
 - iii. Ensure contractor does 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.

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- vi. Maintain security by ensuring doors remain locked in work area.
- vii. Remove inmates from work areas if necessary.
- viii. Ensure inmates do not have access to contractor or tools if inmates are present.
- ix. Visually check the work area for supplies, trash, and tools when contractor has completed work.
- 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 facility Administrative Sergeant or their designee



(e) Healthcare Contractors

1. Healthcare Contractors are identified under the following classifications: Projected CHS Staff, Long Term Healthcare Contractors, Temporary Healthcare Contractors, and non-CHS County Employee/Contracted County Healthcare Services.
 - i. Shall submit a completed Security Clearance request to the Custody Operations Command, at least 2 weeks prior to anticipated entry. Contractor must be approved prior to entry.
 - ii. Government ID will be exchanged for a CHS visitor escort badge in the Lobby or Visiting Guard Station (facility specific).
 - iii. Will not be issued keys or door entry card (until permanent county employment is finalized).
 - iv. CHS staff escort is sufficient (no security staff escort required).
 - v. Security staff will assume the escort when CHS staff escort ceases.
 - vi. Security clearance will expire upon successful completion of PSD background check. May be renewed as needed.

1712.3 LOST TOOL PROCEDURE

- (a) Workers or jail staff shall immediately report the loss of any tool. A verbal report will be made to the Sergeant in charge of the area in which the tool was lost.
- (b) The area in which the tool was lost will be secured pending an area search.
- (c) Deputies will conduct a thorough search of the entire area. Inmates who are in the area, or who were in the area when the tool was lost, will be searched.

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- (d) Un-recovered losses will be documented in a Jail Incident Report. The Sergeant will assign a Deputy to write the report.
- (e) When tools and/or equipment are found:
 - 1. A Jail Incident Report will be written documenting the find.
 - 2. If a tool was previously reported missing, that report number will be referenced in a Follow-Up Report documenting the recovery.
 - 3. If applicable, the tool or equipment may be returned to its owner.
 - 4. If the tool or item is suspected to have been used in an escape, attempted escape, and/or any other crime or non-authorized use refer to [OCSD Policy Manual \(Lexipol\) Section 912 - Escape](#) and [CCOM Section 1710.6 - Documentation & Disposition](#).

1712.4 SCHEDULED JOB-WALK TOURS FOR PROPOSED WORK PROJECTS

- (a) General
 - 1. General job walk tours are MANDATORY one-time tours of a facility or area where proposed construction work is planned to occur. Tour attendance is required for all contractors interested in submitting a cost proposal (bid) for a public works project.
 - i. 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.
 - ii. Job walk tours will be limited to the area affected by the planned project.
- (b) Facility Entrance Requirements
 - 1. All job walk attendees must have an approved security clearance on file at the time of the tour.
 - 2. All job walk attendees must have a valid U.S. Government photo identification or passport in their possession.
 - i. Photo ID will be needed to exchange for a visitor badge during visit.
 - 3. Tour attendees shall comply with all facility rules and directives given by Sheriff's Department personnel.
- (c) Security Clearance Procedure
 - 1. Job Walk Security Clearances must be submitted prior to a tour in accordance with written directions on the security clearance application.
 - 2. All tour attendees are subject to a security search of their person and possessions.
 - 3. Any or all of the above regulations and restrictions may be waived at the discretion of the Orange County Sheriff's Department as directed by the Division Commander or their designee.