

Custody Intelligence Unit

2800.1 OBJECTIVES

The Custody Intelligence Unit (CIU) is within the Investigations and Special Operations Command. CIU's primary function is to provide investigative support to Custody Operations and other investigative units, including city, state, and federal law enforcement agencies to maintain the safety and security of the Orange County Jail System. CIU will analyze data, and take action as necessary, in order to investigate crimes committed within the Orange County Jail system. CIU's responsibilities include documenting and managing Informants and Sources of Information within OCSD jail facilities; assisting with In-Custody Operations; collecting intelligence related to jail security; preparing intelligence/security briefings and training as necessary; and responding to subpoenas and court orders requiring discovery within their area of responsibility.

2800.2 IN-CUSTODY OPERATIONS, INFORMANTS AND SOURCES OF INFORMATION

The CIU will assist with all In-Custody Operations within the Custody Operations Command. Department Members within the Custody Command shall defer to the CIU in any circumstance involving the use of Informants and Sources of Information within an OC Jail. In-Custody Operations, the use of Informants and Sources of Information shall comply with Orange County Sheriff's Department Policy 608- Informants and Sources of Information.

2800.3 COMMUNICATION COVERS

- (a) A communication cover is an authorization from the Criminal Investigations Bureau Captain, allowing a specific inmate's incoming and outgoing non-legal mail; non-official visits; and non-official telephone calls to be recorded, copied, or monitored by Department Members.
 - 1. Communications between an inmate and their attorney, doctor, or clergy will not be recorded, copied, or monitored by any Department Members.
- (b) Law enforcement personnel may submit a written request for a communication cover to the Criminal Investigations Bureau Captain. The request will include a justification for the communication cover. OCSD personnel will submit their request on an Intra-Department memorandum. Outside agencies will be provided written instructions for obtaining communication covers (Inmate Communications Cover Instruction Form) and will submit their requests on their department letter head.
 - 1. A communication cover may be authorized to maintain the security of the facility (i.e., threats to inmates, staff, or possible escape risk), or ongoing criminal activity involving public safety, (e.g., extortion, threat of assault or harm, witness intimidation, contract death threats, narcotics activity, death investigations, etc.).
 - 2. After receiving the returned request, the Custody Intelligence Unit (CIU) Sergeant or their designee will notify the requestor of the approval or denial of the communication cover. If the communication cover is approved, the outside agency's designee will sign the "Inmate Communications Cover Release Form" prior to receipt of the records. OCSD is not the custodian of evidence/records

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for anything related to communication covers (mail, recordings, etc.) for outside law enforcement agencies.

3. If approved, the mailroom will make a copy of the inmate's incoming and outgoing mail and forward the original to the addressee. CIU Member will pick up the copies from the respective mailroom. Visits will be recorded by assigned staff and collected by the CIU. Recordings of telephone calls will be made by CIU Member.
 - i. CIU Member will schedule and coordinate the pick-up or delivery of these items to the approved requestor.
4. Approved communication covers will be valid for three months. Requests to extend the communication cover another three months must be submitted upon or prior to the expiration of the current authorization.
5. Communication covers must be picked up regularly. If a pick-up has not been made for two weeks, it will be assumed that the justification for the communication cover no longer exists and the communication cover will be discontinued.