

IRC POST Orders

9100.1 PURPOSE

The following orders outline the general duties and responsibilities for custody staff assigned to the listed positions. These duties and responsibilities may be modified as necessary to meet the needs of the department. Staff shall familiarize themselves with the OCSD Policy Manual (Lexipol) and CCOM for additional expectations and responsibilities.

9100.2 WATCH COMMANDER

In the event a Sergeant is temporarily assigned as an acting Watch Commander, certain duties - marked with an asterick (*) - must still be performed by a Lieutenant or above. In such cases, the acting Watch Commander should first contact their facility administration, followed by the Watch Commander at another facility, to ensure those duties are properly handled.

- (a) The on-duty Watch Commander, or designee, is directly responsible to the facility Commander for the overall operation of the facility, ensuring their assigned shift carries out assigned post orders and the mission of the facility in a secure, orderly manner, providing for the safety and wellbeing of visitors, staff, and inmates.
- (b) The Watch Commander will administer the shift through shift supervisors (Sergeants).
- (c) The Watch Commander is expected to have a thorough working knowledge of all post orders, agency policies, and facility procedures applicable to their responsibilities, particularly those related to emergency actions.
- (d) Ensure shift supervisors (Sergeants) and assigned staff understand, comply with, and carry out their duties in accordance with post orders, agency policies, and facility policies/procedures.
- (e) Ensure proper use of equipment, security devices, and other facility property.
- (f) Upon arrival for duty, the Watch Commander is to report to the on-duty Watch Commander, to be briefed on all matters of concern for the next shift and any incidents that occurred during the prior shift.
- (g) Handle daily Watch Commander duties throughout shift including but not limited to:
 - 1. Handle phone calls from outside agencies and the public.
 - 2. Review emails and ServiceNow shift logs from prior shift(s) for matters of note.
 - 3. Log Review: Guardian RFID and [REDACTED] (ServiceNow) log for completion, typographical errors, accuracy, and consistency and logging the review in the log.
 - i. Guardian RFID: Review Late Check Compliance and Out of Cell Compliance (Dayroom / Recreation).
 - 4. *Ensure Employee Performance Evaluations are being completed.
 - 5. Attend staff meetings as required.
 - 6. *Review/Approve/Archive Shift 1 Overtime Justification Form.

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7. Save your respective shift Watch Commander log PDF [REDACTED]
[REDACTED]
 8. Email your respective shift Watch Commander log in PDF format to IRC Commander, IRC Administrative Lieutenant, BHB Captain, SSB Intel email, and all IRC Watch Commanders at end of shift.
 9. *In Custody Death template and new blue folders
 10. *Inmate discipline review/approval
 11. *Inmate discipline appeals
 12. *Use of Force Reviews
 13. *Court order reviews and approvals
 14. *Involuntary Medication applications
 15. Maintenance callouts
 16. Emergency Response Team (ERT) activations
 17. Assaults - Inmate on Staff
 18. *Grievances addressed/assigned to the Watch Commander
 19. *Allegation of staff misconduct
 20. Perform formal Facility Check at least once during shift using the Guardian RFID system. The check will include Safety Cells and Mental Health (LPS) 15-minute checks.
 21. Monitor Jail Intake Workspace to ensure booking times are reasonable given circumstances (time of day, number of bookings, staffing, facility events etc.)
- (h) The Watch Commander will also ensure the following:
1. Dock Area, Receiving, Uncuff, Booking Loop (Male and Female), ID, Release, Modules, Medical Observation/Psychological Observation (Module S), Visiting, Main Control, Court Transfer and work areas are maintained in an appropriate manner.
 2. The highest levels of sanitation and cleanliness are being met throughout the facility.
 3. Appropriate security measures are being followed and security equipment/devices and safety equipment are working properly.
 4. Perform random audits of guard station logs, dayroom, and outdoor recreation logs to ensure they are maintained properly, and inmates are receiving the appropriate time outside of their cells.
 5. Review Guardian RFID logs for completion and accuracy of the 15-minute checks related to Safety Cells and Mental Health (LPS) housing.
- (i) *Conduct Watch Commander Monthly Audits
1. IRC Safety Check and Count Audit

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- i. Watch Commanders will audit (by video verification) and document at least one Deputy Safety Check of a housing location and one Deputy Inmate Count of a different housing location each month.
- 2. Personnel Investigation review (DPI)
- 3. Facility Walk Inspection (In and Out of custody)
- 4. Sergeant Count Supervision - video verification
- 5. Sergeant Facility Check - video verification
- 6. Maintenance Inspection
- (j) Sample Schedule (*may vary depending on operational needs, sample only*)
 - 1. Dayshift Watch Commander:
 - i. 0400
 - A. Brief relieving Watch Commander of ongoing activities.
 - B. Review emails, ServiceNow shift logs for matters of note.
 - C. Create shift log email template to be emailed to IRC Commander, IRC Administrative Lieutenant, BHB Captain, SSB Intel email, and all IRC Watch Commanders at end of shift.
 - D. Handle Daily Watch Commander duties throughout shift– See list above.
 - ii. 0600
 - A. Attend briefing
 - iii. 1000
 - A. Perform Facility Check at once during shift.
 - B. Log "Facility check Completed" in ServiceNow Shift 1 log.
 - iv. 1400
 - A. Review/Approve/Archive Shift 1 Overtime Justification Form (verify Overtime Justification Form/Shift 1 Watchlist was put in Watch Commander's office In-box).
 - v. 1545
 - A. Review ServiceNow Shift 1 log for completion, typographical errors, accuracy, and consistency.
 - vi. 1600
 - A. Email ServiceNow shift log email template and ServiceNow Shift 1 Watch Commander log in PDF format to IRC Commander, IRC Administrative Lieutenant, BHB Captain, SSB Intel email, and all IRC Watch Commanders.

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- B. Save ServiceNow Shift 1 log PDF [REDACTED]
[REDACTED]
 - C. Brief on-coming Watch Commander all matters of concern for the next shift and any incidents that occurred during Shift 1.
- 2. Nightshift Watch Commander:
 - i. 1600
 - A. Brief relieving Watch Commander of ongoing activities.
 - B. Review emails and ServiceNow shift logs for matters of note.
 - C. Create ServiceNow shift log email template to be emailed to IRC Commander, IRC Administrative Lieutenant, BHB Captain, SSB Intel email, and all IRC Watch Commanders at end of shift.
 - D. Handle Daily Watch Commander duties throughout shift-See above list.
 - ii. 1800
 - A. Attend briefing.
 - iii. 2200
 - A. Review Court Orders for authenticity.
 - iv. 2355
 - A. Review the days ServiceNow log for completion, typographical errors, accuracy and consistency.
 - v. 0000
 - A. Facility Check at least once during shift including Safety Cells, Mental Health 15-minule checks.
 - B. Log "Facility check Completed" in ServiceNow shift 4 log.
 - vi. 0200
 - A. Review/Approve/Archive Shift 4 Overtime Justification Form.
 - vii. 0300
 - A. Begin assembly of IRC Commander's packer – Cover page, Shift 1 and 4 Overtime Justification Form, Shift 1 and 4 Watch Lists, ID Rejection Log (if applicable), Cite and Release Logs.
 - viii. 0345
 - A. Review ServiceNow Shift 4 log for completion, typographical errors, accuracy, and consistency.
 - ix. 0400
 - A. Email ServiceNow shift log email template and ServiceNow Shift 4 Watch Commander log in PDF format to IRC Commander, IRC

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Administrative Lieutenant, BHB Captain, SSB Intel email, and all IRC Watch Commanders.

- B. Save ServiceNow Shift 4 log PDF [REDACTED]
[REDACTED]
- C. Place IRC Commander's packet in Commander mailbox in IRC Administration.
- D. Brief on-coming Watch Commander all matters of concern for the next shift and any incidents that occurred during Shift 4.