

CMJ POST Orders

9101.1 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.

9101.2 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) Keep an eye out for the general state of the facilities to prevent possible problems of aging buildings and technology.
- (h) Be aware and possibly anticipate the current/future needs of the staff and provide for their continued development and growth.
- (i) Ensure CJD Commander and CJD Administrative Lieutenant are informed of all significant occurrences.
- (j) 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 [REDACTED] from prior shift(s) for matters of note.

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3. Log Review: Guardian RFID and Jail [REDACTED] (ServiceNow) for completion, typographical errors, accuracy, and consistency and logging the review in the log.
 - (a) 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 Overtime Justification Form.
7. Email [REDACTED] log email template and [REDACTED] log in PDF format to CJD Commander, CJD Administrative Lieutenant, SSB Intel email, and all CMJ Watch Commanders at end of shift.
8. Save WC log PDF [REDACTED]
[REDACTED]
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 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. During this check the Watch Commander will ensure the following:
 - (a) Main Control, Warehouse, visiting, 2nd floor Mod O/R, medical, 3rd floor housing, Mod A, B, and C, 4th floor housing, Mods D, E, and F, chow hall and all work areas are maintained in an appropriate manner.
 - (b) The highest levels of sanitation and cleanliness are being met throughout the facility.
 - (c) Appropriate security measures are being followed and security equipment/ devices and safety equipment are working properly.
 - (d) 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.

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(k) *Conduct Watch Commander Monthly Audits

1. CMJ/CWJ Safety Check and Count Audit
 - i. Watch Commanders will audit (by video verification) and document at least one Safety Check of a housing location and one 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

(l) 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, [REDACTED] logs for matters of note.
 - C. Create [REDACTED] Shift log email template to be emailed to CJD Commander, CJD Administrative Lieutenant, BHB Captain, SSB Intel email, and all CMJ Watch Commanders at end of shift.
 - D. Handle Daily Watch Commander duties throughout shift– See list above.
 - ii. 0630
 - A. Attend briefing
 - iii. 1000
 - A. Perform Facility Check at least once during shift.
 - B. Log Facility Check in [REDACTED] log.
 - iv. 1400
 - A. Review/Approve/Archive Shift Overtime Justification form (verify Overtime Justification form/Shift Watchlist was put in Watch Commander's office In-box).
 - v. 1545
 - A. Review [REDACTED] log for completion, typographical errors, accuracy, and consistency.
 - vi. 1600
 - A. Email [REDACTED] log email template, [REDACTED] log and Watch Commander log in PDF format to CJD Commander, CJD

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

- B. Save 24-Hour Shift log PDF [REDACTED]
[REDACTED]
 - C. Brief on-coming Watch Commander all matters of concern for the next shift and any incidents that occurred during the shift.
2. Nightshift Watch Commander:
- i. 1600
 - A. Brief relieving Watch Commander of ongoing activities.
 - B. Review emails, [REDACTED] logs for matters of note.
 - C. Create [REDACTED] log email template to be emailed to CJD Commander, CJD Administrative Lieutenant, BHB Captain, SSB Intel email, and all CMJ Watch Commanders at end of shift.
 - D. Handle Daily Watch Commander duties throughout shift – See list above.
 - ii. 1830
 - A. Attend briefing
 - iii. 2200
 - A. Perform Facility Check at least once during shift.
 - B. Log Facility Check in [REDACTED] log.
 - iv. 0200
 - A. Review/Approve/Archive Shift Overtime Justification Form (verify Overtime Justification form/Shift Watchlist was put in Watch Commander's office In-box).
 - v. 0345
 - A. Review [REDACTED] log for completion, typographical errors, accuracy, and consistency.
 - vi. 0400
 - A. Email [REDACTED] log email template, [REDACTED] log and Watch Commander log in PDF format to CJD Commander, CJD Administrative Lieutenant, BHB Captain, SSB Intel email, and all CMJ Watch Commanders.
 - B. Save 24-Hour Shift log PDF [REDACTED]
[REDACTED]
 - C. Brief on-coming Watch Commander all matters of concern for the next shift and any incidents that occurred during the shift.