

# Management Information and Research Systems

## 1103.1 MANAGEMENT REPORTS

Custody Operations Command has a controlled access, organized system of collecting, storing, retrieving, reviewing, and reporting statistical and operational information. This system is intended for management review for the purpose of improving operational and program objectives. Legitimate outside inquiries will be answered promptly.

- (a) Each facility within Custody Operations Command will be a part of the Jail Management System (JMS) computerized program of information input, storage, update, and retrieval. This is for the purpose of generating reports about inmate activities for review by management. In addition, manually generated reports will be systematically compiled for management review. The reports will be a part of Custody Operations overall, ongoing data management program. They will be used as a part of the management decision-making process relative to both inmate and operational needs. The following reports will be generated to assist management in assessing operational needs and program objectives.
- (b) Custody Operations Inmate Activity Reports
  - 1. Daily reports will be generated listing:
    - i. Number of bookings during 24 hours (including supplemental bookings)
    - ii. Number of releases during 24 hours - Inmate housing count at 0000 hours
    - iii. Inmate housing (density) count by modules as of 0001 hours
    - iv. Count of inmates by status, sentenced/unsentenced, males/females
    - v. Number of court statistics (inmates sent and returned)
    - vi. Number of transfers to other facilities
    - vii. Punishment and special housing rosters
    - viii. Jail inmate worker roster
    - ix. State and federal inmate bookings
    - x. Sentence expiration roster
    - xi. Prison transfer roster
- (c) Custody Operations Incident Reports
  - 1. Staff shall document occurrences requiring a Jail Incident ("JI") number (e.g., major jail rule violations, involuntary medications, and custody strip search authorizations) on a JI Report Form.
  - 2. Occurrences requiring a DR (e.g., violations of law, medical/casualty occurrences requiring additional treatment outside the facility, found or lost property, booking evidence, etc.) shall be documented by staff on the appropriate report form in accordance with Departmental policy and procedure.

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- i. At the discretion of the Supervisor or Watch Commander, any medical/casualty occurrence may be directed to be documented on a Department Casualty Report.
- 3. Copies of incident reports regarding assaults, suicides or attempts, and escapes or attempts.
- 4. Original crime reports shall be forwarded through Sheriff's Records to the appropriate investigative detail for investigation.
- 5. Disciplinary reports will be handled in accordance with current Department policy.
- 6. Copies of reports listed in this section should be forwarded to Jail Records and placed in the inmate's permanent jail record.
- (d) Cash Activity Sheet
  - 1. This documents the daily accounting and balancing of all cash drawers and the safe in each facility.
- (e) Budget Reports
  - 1. A monthly budget report is generated by Financial Services identifying each budget category's appropriations and the dollar and percent of expenditures to date. The Division Commander receives two supplementary reports on overtime expenditure by dollar amounts and by hours.
- (f) Miscellaneous Reports
  - 1. Employee performance evaluations will be reviewed and signed by the Division Commander when approved. Reports on work schedules, shift assignments, employee absences due to injury or illness, facility inspection reports, and disciplinary appeals will all be available or used in the Division Commander's office daily.

#### **1103.2 SYSTEM ACCESS**

- (a) Access to data generated in each facility is restricted at various locations according to job functions and the need to know. Employees working in assigned areas will only have access to information necessary for the performance of their duties. Granting access to other employees or anyone else, outside of the work area must meet with supervisory approval. Supervisors will advise the Division Commander when the requested access is from outside the Sheriff's Department.

#### **1103.3 RESEARCH CONTROL**

- (a) All persons, including Sheriff's Department staff, medical staff, other government agencies, the media, and schools must first receive approval from the Division Commander prior to instituting research projects in each facility.
- (b) Prior to initiating research, all persons conducting research in the facility must agree to abide by all Sheriff's Department policies relating to the security/confidentiality

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of inmate files. Based upon the intended use of the research, guidelines will be established regarding what information shall be accessible to the researcher.

- (c) Inquiries from local, state, and federal executive and legislative bodies/agencies will be brought to the Sheriff's attention by the Division Commander via the chain of command. At the direction of the Sheriff, or the Assistant Sheriff of the Custody Operations Command, an appropriate and timely response will be made to each legitimate inquiry.
- (d) The Division Commander may maintain a professional relationship with colleges, schools, or institutes that are available to collaborate on training or studies in areas of mutual interest. Prior approval of any training or studies involving the facility, its staff, or inmates must be obtained from the Sheriff.
  - 1. Training arrangements will always be coordinated through the Division Commander to ensure proper accounting and credit to staff.
- (e) Research or studies involving more than the information identified as "public" may require signed release/waiver from the involved inmates. The Division Commander will seek instructions from their staff and/or County Counsel office in these matters.

#### **1103.4 JAIL PROFILE SURVEY**

- (a) Board of State and Community Corrections (BSCC) Jail Survey will be completed each month and forwarded to the BSCC.