

Security and Control

1701.1 FACILITY/EMPLOYEE RESPONSIBILITIES AND MANDATORY CHECKS

Jail Operations facility equipment and procedures will be inspected daily to ensure the integrity of facility security. Corrective action will be taken promptly to repair faulty equipment or update procedures.

- (a) Every employee of the facility will be observant and aware of equipment and procedures in their assigned area(s).
- (b) At the beginning of every shift, employees will conduct an inventory of all equipment assigned to and/or necessary to carry out duties in their work location. All equipment will be accounted for and checked to ensure it is functioning properly.
 - 1. The inventory and equipment check will be documented on the Guard Station Log.
 - 2. Any missing or malfunctioning equipment will be reported to the area supervisor and documented on the Guard Station Log.
 - 3. Equipment with batteries such as handheld cameras, Taser's and radios will be checked for battery charge. The handheld camera will be checked for available memory.
- (c) Employees will notify their supervisor regarding defective or missing security and non-security equipment.
- (d) Employees will notify their supervisor of any issues that would affect the carrying out of their assigned duties.
- (e) Routine repairs of facility equipment will be requested following procedures outlined in [CCOM Section 2406 – Facility Maintenance and Repairs](#). The work request shall be logged in the Guard Station Activity Log.
- (f) Employees will be instructed in their job descriptions about facility security, so that each employee has the opportunity to be thoroughly familiar with and have the ability to adhere to security policies and procedures.
- (g) Employees will use security equipment correctly to ensure longer service.

1701.2 SUPERVISOR RESPONSIBILITIES

- (a) Each supervisor will visit and inspect their area(s) of responsibility during their assigned shift to ensure integrity of security devices and facility structures. During the visit and inspection of their area(s) of responsibility, supervisors will ensure all doors, gates, and sally ports are closed, locked, or properly secured, which will be documented on Custody Operations Supervisor's Log.
- (b) Supervisors will perform a physical/visual inspection of designated areas, including Chapels, Inmate Visiting, and Programs Buildings, at least once per shift, at/or before 2000 hours. Inspections of the areas will be documented in the Custody Operations Supervisor's Log before the end of each shift.

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- (c) Supervisors will verify all inventory and equipment checks are completed in their area(s) of responsibility and document this information noted on the Custody Operations Supervisor's Log.
- (d) Supervisors will be attentive to reports of equipment failure. They will make inquiries of their subordinates regarding the condition of security equipment.
- (e) The shift supervisor will make emergency repair calls. All emergency repair calls will be documented on the Custody Operations Supervisor's Log.
- (f) Supervisors will be thoroughly familiar with the job procedures of their subordinates and require that those procedures are performed correctly and in a timely manner.
- (g) Supervisors will document outdated or ineffective procedures. Detailed recommendations for correcting the procedures will be submitted by the supervisors to the Watch Commander.

1701.3 MONTHLY FORMAL INSPECTIONS

- (a) The Sergeants will conduct formal inspections of the facility during their assigned shifts.
- (b) The Sergeant will identify noted deficiencies and ensure work requests are submitted on needed repairs.
 - 1. The noted deficiencies and work request numbers/date requested will be documented and submitted to the Watch Commander by the end of the first week of the following month.
- (c) Repairs that involve safety issues will be immediately addressed.
- (d) The Watch Commander will conduct formal inspections of the facility during their assigned shifts.
- (e) The Watch Commander will submit an Internal Memo to the Division Commander by the end of the second week of the following month.
 - 1. The memo will identify deficiencies from their inspections and the inspections of their Sergeants.
 - 2. State what corrective action the Watch Commander and the supervisor performed.
 - 3. Explain when a follow up inspection was conducted and what action the Watch Commander performed.
 - 4. Include an update describing any long-standing, unresolved equipment or procedural problems.
- (f) Responsibility for specific areas of the facilities can be assigned to specific supervisory staff at the discretion of the Division Commander.

1701.4 RED TEAM AUDIT

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1701.4.1 PURPOSE

- (a) Red Team will perform a system-wide auditing of current processes, procedures, training and physical security of all custody operations to assist jail staff in identifying vulnerabilities to improve its effectiveness.

1701.4.2 RED TEAM COMPOSITION

- (a) The Red Team will consist of the following from each jail facility:
 - 1. One Deputy
 - 2. One Sergeant
 - 3. One CSA
- (b) The Red Team will be supervised by the Central Jails Division Special Projects Lieutenant.
 - 1. In the absence of the Central Jails Division Special Projects Lieutenant, the Central Jails Division Captain will supervise the detail.

1701.4.3 RESPONSIBILITIES

- (a) The audit will identify vulnerabilities within jail facilities that include the following:
 - 1. Staffing levels per shift
 - 2. Security procedures
 - 3. Physical/structural security of the facility
 - 4. Facility supervision
 - 5. Inmate movement
 - 6. Any additional areas identified as potential safety or security vulnerabilities
- (b) Red Team members will walk the facility to familiarize themselves with the layout and identify any vulnerabilities.
- (c) Red Team members will observe facility operations, including inmate movement within, and between, facilities.
- (d) Red Team members shall ask line staff for the following:
 - 1. Needed equipment and how it will improve security.
 - 2. Feedback on procedural issues that could be exploited and suggestions for improvement. Red Team members will advise staff that their identity shall remain anonymous and only their suggestions will be included in the team's documentation.
- (e) Red Team members will conduct a monthly audit, operating on a rotating basis, ensuring each facility will be audited once per quarter.
 - 1. With the approval of the Assistant Sheriff of Custody Operations, this audit may move to once a quarter, which will equate to an annual inspection for each facility.

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(f) Red Team Lieutenant/Captain

1. The Red Team Lieutenant/Captain will review any findings related to a specific facility with the facility Division Commander.
2. The Red Team Lieutenant/Captain and the Central Jails Division Captain will meet with the Assistant Sheriff of Custody Operations, each facility's Command Staff and JCATT on a monthly basis to discuss the findings and develop a plan to solve any identified issues.
3. The Red Team Lieutenant/Captain and each facility's special project team will coordinate with Sheriff's Research and Development to facilitate any structural changes.
4. Any proposed policy changes will be submitted to SAFE/JCATT for implementation.
5. Any training issues will be coordinated with JCATT.

1701.4.4 DOCUMENTATION

- (a) The Red Team will document any procedural issues that can be exploited and provide suggestions to remedy the issue.
- (b) Any operation or policy discrepancies will be documented for the purpose of developing consistency at all facilities.
- (c) Equipment and suggestions will be documented.
- (d) At the completion of the Red Team Audit, team members will compile and document their findings and line staff suggestions on a Red Team Memo. The memo will be submitted to the team Sergeants and Lieutenant for approval.
- (e) The Red Team Memo will be maintained in digital format on each of the facility's administrative share drive under the file folder name "Red Team Audit" and saved by the audit date. The Red Team memo will be retained indefinitely in digital format until it is added to the Department's Records Retention Schedule.

1701.5 FACILITY PERIMETER CHECKS

- (a) The Watch Commander or designee shall assign a staff member to inspect the facility perimeter, once between the hours [REDACTED]
[REDACTED]
- (b) Facility Perimeter checks shall be documented in the 24-Hour Jail Operations log.
- (c) Perimeter checks are conducted to look for damage, signs of tampering or any other condition that may be considered a breach of security. This shall include:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

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■ [REDACTED]

1701.6 PLUMBING TUNNEL CHECK

- (a) A Plumbing Tunnel Check is required behind all housing areas, [REDACTED]
[REDACTED]
- (b) The purpose of the check is to locate signs of escape, unsafe facility conditions and inmate observation. No doors shall be obstructed, prohibiting usage of the route.
- (c) A Plumbing Tunnel Check shall be conducted by sworn staff only.
- (d) Plumbing Tunnel Checks shall be documented in the individual housing Guard Station Logs.

1701.7 STAIRWELL AND EVACUATION ROUTE CHECK

- (a) A Stairwell and Evacuation Route Check is required to inspect the facility's stairwells, once between the hours of [REDACTED]
To fit the needs of the facility, the Division Commander can approve individual housing area's staff members to inspect their housing location's connecting stairwells.
- (b) The purpose of the check is to locate signs of escape and unsafe facility conditions. No doors shall be obstructed, prohibiting usage of the route.
- (c) Facility Stairwell and Evacuation Route Checks shall be conducted by sworn staff only.
- (d) Facility Stairwell and Evacuation Route Checks shall be documented in the 24-Hour Jail Operations log.
- (e) Stairwells Checks for stairwells connecting or adjacent to housing units, [REDACTED]
[REDACTED]

1701.8 SALLY PORT INTEGRITY

- (a) A Sally Port is defined as a secure entry or exit way that consists of a series of at least two or more doors or gates.
- (b) The electric Sally Port doors are controlled by the Deputy/CSA/SSO who will open the door by remote control from the guard station.
- (c) Sally Port doors are to be opened one door or gate at a time. Sally Port doors are to remain closed at all times when not in use to ensure facility security.
- (d) Sally Port doors should never be opened [REDACTED]
of security unless under the following conditions:

- [REDACTED]
- [REDACTED]
- [REDACTED]

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[REDACTED]

1701.9 SECURITY DOORS

- (a) Security doors consist of any door, gate or Sally Port. This includes but is not limited to guard station doors, connector doors, closets, etc.
- (b) Security doors shall not be left open or unlocked unless there is an operational need and custody staff are present.
- (c) Security doors should never be opened [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

1701.10 NALOXONE STATIONS

- (a) Naloxone stations will be placed in areas throughout all jail facilities to increase their availability. These locations will be selected by each Facility Commander, or their designee.
- (b) Each station will consist of a red metal box labeled "Narcan". These stations will be mounted to the walls and supplied with ten (10) Naloxone doses.
- (c) Shift Sergeants will be responsible for checking the Naloxone stations within their areas of supervision during their daily compliance and area check(s). If the Naloxone supply needs to be replenished, the Shift Sergeant will notify their facility Administration Deputies via email to resupply the station.
- (d) The Administration Deputies will be responsible for weekly checks of all Naloxone stations at their assigned facilities. These checks are to ensure each Naloxone station supply is in good working order and not past their expiration date.
 - 1. The Administration Deputies will restock Naloxone supplies through the department's Quartermaster.

For additional information on Naloxone, refer to [OCSD Policy Manual \(Lexipol\) Section 490 – Naloxone Policy](#).

1701.11 SECURITY ALARM RESPONSE PROCEDURES

- (a) Main Control personnel, or their relief, will monitor every alarm in the Guard Station at all times while they are on duty.

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- (b) All alarms will be in the "normal" condition unless signaling or being tested.
- (c) Malfunctioning lights or alarms must be repaired immediately.
 - 1. The Operations Sergeant will be notified immediately upon discovering a malfunctioning alarm/light. The Sergeant will arrange for the needed repairs.
 - 2. A memo identifying the problem will be written by the on duty personnel discovering the malfunction. The original copy of the memo will be given to the Operations Sergeant.
 - i. A copy of the memo will be retained in the Guard Station near the broken device.
 - 3. When the device is repaired the memo will be delivered to the Operations Sergeant with a notation by the on duty personnel that the device has returned to service.
- (d) Testing the signals/alarms will be done at least once each shift by the assigned Deputies.
 - 1. [REDACTED] various Prowler Deputies will check certain security doors and systems. Main Control personnel will coordinate each check with the Prowler Deputies to prevent false alarms.
 - 2. Fire alarm testing will only be done at the direction of the Operations Sergeant.
- (e) Alarm signals, other than coordinated tests, will require urgent attention in every instance.
 - 1. Panic Alarms that signal on the panel will require Main Control personnel to attempt contact with the Deputy via the alarm intercom or pac set radio immediately.
 - i. Main Control personnel will make immediate notification to the nearest Prowler and Guard Station where the alarm is originating.
 - ii. The activated alarm and Deputy will be located and their condition verified with Main Control personnel in every instance.
 - iii. The alarm will only be canceled/reset by Main Control personnel when the situation is resolved.
 - iv. The Operations or Housing Sergeant will be notified in every instance where a panic alarm is activated.
 - 2. Security door alarms may initially be checked by video and voice contact at the location of the alarm's origin, if possible.
 - i. Main Control personnel will view the person(s) and inquire of the person on the intercom until satisfied of their correct identity. When the response is unsatisfactory the nearest Deputy will be directed to the location to investigate.
 - ii. Perimeter door alarms will not be investigated by intercom. An immediate response by the nearest available Deputy will be directed by Main Control

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personnel. Armed back-up Deputies will also be dispatched to check the door from the exterior.

- iii. The camera system will be used when possible, to assist in investigating door alarms. Main Control personnel must be completely certain of the identity of every person at the point of alarm origin or send a Prowler to make an onsite investigation.
- iv. Doors not monitored by video will require a Prowler Deputy be sent to verify the person's identity when the alarm is activated.

1701.12 LOGGING AND DOCUMENTATION

For direction on the appropriate Jail Management System (JMS) data platforms to use when logging and documenting tasks and activities, refer to CCOM Section 1722 – Required Logging and Documentation.