

## RFID System

### 1708.1 PURPOSE AND PROCEDURES

All safety and security checks and tracking of inmate out-of-cell time within Custody Operations Command shall be conducted using the handheld RFID System.

#### 1708.1.1 PURPOSE

To ensure consistent and reliable safety and security checks are conducted, staff will utilize the Guardian RFID System to document and monitor these checks effectively. This will ensure accurate, time-stamped records are created to maintain high standards of safety and accountability.

- (a) Safety checks are a direct visual observation (i.e., direct personal view of the inmate/area without the aid of audio/video equipment), performed at random and varied intervals of each inmate located in an area of responsibility. The purpose of conducting inmate safety checks is to ensure there are no inmates displaying any obvious signs of distress requiring assistance, maintaining the safety and welfare of each inmate and ensuring the security of our facilities. Refer to [OCSD Policy Manual \(Lexipol\) Section 902 – Safety Checks](#).
- (b) Security checks are defined as checks of the facility and surrounding areas. Examples of this include visiting areas, plumbing tunnel checks, evacuation routes, perimeter checks, etc.
- (c) Staff will utilize the [REDACTED] RFID System to document and monitor inmate movement "out-of-cell" to ensure accurate, time-stamped records are created per inmate and to be in compliance with federal, state and local standards.
- (d) "Out-of-cell" time includes dayroom, outdoor recreation, visiting, off compound medical, court, work programs (kitchen, runners, mod workers etc.) and programming.
  1. Additionally, all module housing (non-dorm/barrack) will track all out-of-cell movement to medical/dental.

#### 1708.1.2 PROCEDURES

- (a) Use of [REDACTED] RFID System: Any individual using the [REDACTED] RFID device to perform tasks shall be the same person logged into the device to ensure log accuracy. Staff may log into the device by scanning their department issued [REDACTED]  
[REDACTED]
1. Beginning and End of Shift
  - i. All staff will be issued an RFID Identification Card which will be used to login to the [REDACTED] RFID System. Employees will immediately report lost/stolen identification cards to their supervisor. Replacement card requests will be submitted to IT through ServiceNow and will require approval by the respective Division Commander.

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- ii. User login changes may occur mid shift by tapping the staff ID card against the RFID handheld device while on the main screen and by acknowledging the intent to change users via tapping the appropriate text prompt.
- iii. Staff shall log off the device at the end of their shift.
- 2. Safety and Security Checks
  - i. Staff will use the [REDACTED] RFID System to conduct and document safety and security checks in accordance with [OCSD Policy Manual \(Lexipol\) Section 902 – Safety Checks](#).
  - ii. [REDACTED] RFID will be used as the primary logging system for all safety and security checks. Its use is mandatory to ensure consistent and accurate documentation.
  - iii. The walk timer on the [REDACTED] will serve as the primary timer for tracking and verifying the duration of time between safety and security checks.
  - iv. Each safety and security check begins when there is direct observation of inmates.
  - v. Deputies shall start inmate safety checks in their assigned areas within the timeframes outlined in [OCSD Policy Manual \(Lexipol\) Section 902.6 - Frequency of Inmate Safety Checks](#) (typically 15, 30, or 45 minutes). Checks initiated after the designated timeframe will be marked as late in the [REDACTED] RFID system.
  - vi. All late checks require a justification entry in the Guardian system by the staff performing the late safety check.
  - vii. Within housing locations and IRC Psych Obs, RFID tags associated with safety check timers are color coded green or red. Generally, each housing location will have two green tags linked to the start of a safety check and two red tags associated with the end of a safety check. Follow the below procedures on their use:
    - A. To initiate a safety check, staff will select and scan one green tag at their housing location. This will document the start of their safety check and reset the safety check walk "timer." At the end of the safety check, staff will select and scan one red tag at their housing location to document their walk end time and to make an observation about the walk that was just performed. Only one green tag should be scanned at the beginning of the safety check, and in most cases one red tag should be scanned at the end of the safety check. The red tag may be scanned at any time to make an observation about the area or inmate population or to immediately correct a previous entry that was made in error; however routine safety checks will normally follow the green tag (start), red tag (end) sequence.

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1. The [REDACTED] RFID system is designed so that any Deputy and device, even those devices from outside the assigned location, may initiate and end a safety check.
2. Two or more Deputies may complete a safety check together by one Deputy scanning one green tag to initiate the safety check, and a second Deputy scanning one red tag to end the safety check.
- B. At the conclusion of a safety check, after staff have scanned an area observation red tag to end the check, staff shall make an entry in the text box reflecting the status and observations of the area they just checked. Staff may elect to utilize the standardized "word blocks" for general entries that match observations or select a free text entry option by pressing the pencil icon in the top right of the screen.  
This entry should accurately document any relevant observations, incidents, or conditions noted during the safety check to maintain accountability and documentation.
- C. For more information on this topic and on the [REDACTED] RFID system, [REDACTED]  
[REDACTED]
- viii. Areas with single RFID tags will require staff to scan the tag once. This will document the start of the safety check for that area and resets the safety check walk "timer." The below areas have one assigned RFID tag:
  - A. Male ID (IRC) - One green tag
  - B. Female ID (IRC) - One green tag
  - C. Uncuff (IRC) - One green tag
  - D. LPS Unit (IRC Module L Sector 18 and IRC Module K Sector 13)  
- A sector specific red time tag has been installed to maintain compliance with the housed mental health population. The timer is set to 15-minute intervals, and checks will be alternated between CHS and Sworn Staff.
    1. CHS will be provided with a [REDACTED] RFID device for each of the two LPS locations. CHS staff will use the device to scan the red tag for their required safety checks of the LPS unit.
- ix. The [REDACTED] RFID system shall be utilized to complete security checks including perimeter, plumbing tunnels, evacuation routes, catwalks, recreation areas, etc. Red RFID tags are located in areas that require security checks and shall be scanned during the check to document the check.
3. Inmate Movement
  - i. The movement module shall be utilized for transferring inmates to designated "Out of Cell" locations, such as Court, Work Program,

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temporary holding cells (loop), detention benches, Programs, Visiting, Medical and back to their assigned housing locations. It should only be used for the purpose of documenting actual movement of inmates to and from temporary locations within the facility.

- ii. The Rec/Dayroom module shall be utilized for transferring inmates to Outdoor Recreation and Dayroom locations. Deputies shall accurately document each person who accepts and refuses movement to these locations via this module.
- iii. Staff shall reconcile their housing unit's inmate movement throughout and prior to the end of shift to ensure the RFID system accurately reflects where inmates are located.
- iv. For an in-depth guide on inmate movement, please refer to [REDACTED]
- v. Error Handling and System Discrepancies
  - A. In case of RFID scanning issues or data mismatches, immediately pause the movement and consult a supervisor or the [REDACTED]
  - B. If a mistake is made during the movement process, staff shall use the RFID device to return the inmate to their assigned housing location and initiate a new movement to the correct intended location. A note shall be made in the log detailing the mistake and the corrective action taken. This ensures accountability and accuracy in inmate tracking.

(b) Shift Sergeant / Operations Sergeant Responsibilities:

1. The Shift Housing Sergeant or Operations Sergeant will audit compliance for their area of supervision via the [REDACTED]
  - A. Upon review, if any security check has not been completed, the Sergeant will direct staff to complete the security check before end of shift.

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- B. All late checks require a supervisor review and entry to be completed in the "Late Checks" module.
  - iv. Sergeants will ensure inmates within their assigned area of responsibility meet minimum out-of-cell time requirements for Dayroom and Outdoor Recreation. This is accomplished by auditing time compliance via the [REDACTED] module [REDACTED]
  - 2. Additionally, Sergeants will look for any obvious signs of inmate movement discrepancies when performing their guard station checks. This will be completed by Sergeants looking at the inmate movement listed on the [REDACTED] device and comparing it to the actual movement. (For example, inmates are in Outdoor Recreation, however, the device does not reflect anyone there; or its 0000 hours and Dayrooms are closed, but the device reflects inmates in Dayroom.) Any discrepancies found will be immediately addressed. These [REDACTED] audits will verify the completion of all required checks, and any discrepancies or incomplete entries will be addressed promptly.
  - 3. After completing the audit, the Shift Sergeant/Operations Sergeant will document the results in the Jail Management System.
  - 4. Shift Sergeants shall conduct [REDACTED] audits in the Movements module via the [REDACTED] for their area of supervision to ensure the required out-of-cell time per inmate is being offered in accordance with Federal, State, and local standards and agreements. Audits performed will also include reviewing out-of-cell time for accurate logging and data and will take steps to address any deficiencies. For an in-depth guide on audits/review procedures, refer to [JCATT's \[REDACTED\] site](#) for a Knowledge Article on this topic.
- (c) Watch Commander Responsibilities:
- 1. The Watch Commander will review the [REDACTED] [REDACTED] JMS entries for accuracy as part of their shift review.
  - 2. The Watch Commander will conduct a weekly random dayroom/outdoor recreation audit.
  - 3. Any irregularities or concerns shall be addressed and documented per department policies.
- (d) Reporting Non-Relevant Tags or Technical Issues:
- 1. Staff encountering tags that are not relevant to current checks or experiencing technical issues with the [REDACTED] RFID device must report these issues immediately to their supervisor.
  - 2. Supervisors will ensure these issues are reported via [REDACTED] by the staff experiencing the technical issue. Instructions for submitting a [REDACTED] RFID Technical Issue on ServiceNow are below:

- [REDACTED]
- [REDACTED]

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(e) Guard Station Log Maintenance:

1. The [REDACTED] RFID system shall be the primary and only method for logging safety and security checks, and internal out of cell movement to dayroom and outdoor recreation, unless directed by the facility Watch Commander because of extraordinary circumstances.
2. Staff will record pertinent notes, including completed checks, any issues with the [REDACTED] devices, and other relevant observations to ensure continuity and accountability across shifts.
3. To maintain standardized documentation of tasks within OCSD Jail Management Systems, please refer to CCOM Section 1722 - Required Logging and Documentation.

#### 1708.1.3 SUMMARY OF DAYROOM/OUTDOOR RECREATION LOGGING AND AUDIT REQUIREMENTS BY POSITION

- (a) Absent circumstances otherwise allowed by CCOM Section 2006, each shift will be responsible for offering dayroom/outdoor recreation and documenting that activity, via "Accept" or "Decline". through the RFID system. All closures must be documented in JMS. For general dayroom/outdoor recreation procedures, refer to CCOM Section 2006 – Recreation.
- (b) Deputies and CSAs
  1. Dayshift Deputies and CSAs
    - i. Log dayrooms and outdoor recreation activity in real time in the RFID System.
    - ii. Review the housing area for restricted inmates and log any restricted inmate as "Decline" in the RFID System with a notation (e.g. safety gown, medical restriction, etc.).
    - iii. At approximately 1400 hours, conduct a dayroom/outdoor recreation audit within the RFID System and confirm whether the housing area is on track for compliance. If the housing area is not on track for compliance, make necessary adjustments for correction and notify a Sergeant.
  2. Night Shift Deputies and CSAs
    - i. Log dayrooms and outdoor recreation activity in real time in the RFID System.
    - ii. At approximately 2000 hours, conduct a dayroom/outdoor recreation audit within the RFID System and confirm whether the housing area is on track for compliance. If the housing area is not on track for compliance, make necessary adjustments for correction and notify a Sergeant.

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- iii. At 2300 hours, close dayroom and outdoor recreation.
- iv. At 0645 hours, open dayrooms and outdoor recreation.
- (c) Sergeants
  - 1. Dayshift Sergeants
    - i. At approximately 1200 hours, conduct a dayroom/outdoor recreation audit within the RFID System and confirm whether all housing areas are on track for compliance. If a housing area is not on track for compliance, contact housing area Deputies/CSAs and make necessary adjustments for correction.
    - ii. Create a log entry in the RFID System documenting that dayrooms/outdoor recreations areas were open and running. List any deficiencies and/or actions taken to address issues.
  - 2. Nightshift Sergeants
    - i. At approximately 2000 hours, conduct a dayroom/outdoor recreation audit within the RFID System and confirm whether all housing areas are on track for compliance. Specifically, ensure each inmate has either received dayroom/outdoor recreation credit or has a documented decline. If a housing area is not on track for compliance, contact housing area Deputies/CSAs and make necessary adjustments for correction.
    - ii. At approximately 2300 hours, verify whether any necessary corrections were made.
    - iii. Create a log entry in the RFID System documenting that dayrooms / outdoor recreations areas were running until 2300 hours. List any deficiencies and/or actions taken to address issues.
- (d) Lieutenants
  - 1. Day Shift Lieutenant
    - i. Conduct a weekly, random dayroom / outdoor recreation audit within the RFID System and log the results of the audit in the RFID System.
    - ii. Address any deficiencies or issues if dayroom and outdoor recreation requirements are not met.
  - 2. Night Shift Lieutenant
    - i. Conduct a weekly, random dayroom / outdoor recreation audit within the RFID System and log the results of the audit in the RFID System.
    - ii. Address any deficiencies or issues if dayroom and outdoor recreation requirements are not met.
- (e) For further information regarding position requirements, refer to the following:
  - 1. CCOM Section 9100 – IRC POST Orders
  - 2. CCOM Section 9101 – CMJ POST Orders

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3. CCOM Section 9102 – CWJ POST Orders
  4. CCOM Section 9103 – JAMF POST Orders
  5. CCOM Section 9104 – TLF POST Orders
- (f) For further information on which data platforms to use when logging and documenting tasks and activities, refer to CCOM Section 1722.2 – JMS Logging and Documentation Guide. For an in-depth guide on audits within the RFID System, refer to JCATT's ServiceNow site for published Knowledge Articles on this subject.