

Custody Intelligence Unit

2800.1 OBJECTIVES

The Custody Intelligence Unit (CIU) is within the Investigations and Special Operations Command. CIU's primary function is to provide investigative support to Custody Operations and other investigative units, including city, state, and federal law enforcement agencies to maintain the safety and security of the Orange County Jail System. CIU will analyze data, and take action as necessary, in order to investigate crimes committed within the Orange County Jail system. CIU's responsibilities include documenting and managing Informants and Sources of Information within OCSD jail facilities; assisting with In-Custody Operations; collecting intelligence related to jail security; preparing intelligence/security briefings and training as necessary; and responding to subpoenas and court orders requiring discovery within their area of responsibility.

2800.2 IN-CUSTODY OPERATIONS, INFORMANTS AND SOURCES OF INFORMATION

The CIU will assist with all In-Custody Operations within the Custody Operations Command. Department Members within the Custody Command shall defer to the CIU in any circumstance involving the use of Informants and Sources of Information within an OC Jail. In-Custody Operations, the use of Informants and Sources of Information shall comply with Orange County Sheriff's Department Policy 608- Informants and Sources of Information.

2800.3 COMMUNICATION COVERS

- (a) A communication cover is an authorization from the Criminal Investigations Bureau Captain, allowing a specific inmate's incoming and outgoing non-legal mail; non-official visits; and non-official telephone calls to be recorded, copied, or monitored by Department Members.
 - 1. Communications between an inmate and their attorney, their attorney's staff (e.g. paralegals and investigators and in the of a pro-per, their assigned investigator), doctor, or clergy will not be recorded, copied, or monitored by any Department Members.
- (b) Law enforcement personnel may submit a written request for a communication cover to the Criminal Investigations Bureau Captain. The request will include a justification for the communication cover. OCSD personnel will submit their request on an Intra-Department memorandum. Outside agencies will be provided written instructions for obtaining communication covers (Inmate Communications Cover Instruction Form) and will submit their requests on their department letter head.
 - 1. A communication cover may be authorized to maintain the security of the facility (i.e., threats to inmates, staff, or possible escape risk), or ongoing criminal activity involving public safety,(e.g., extortion, threat of assault or harm, witness intimidation, contract death threats, narcotics activity, death investigations, etc.).
 - 2. After receiving the returned request, the Custody Intelligence Unit (CIU) Sergeant or their designee will notify the requestor of the approval or denial of the communication cover. If the communication cover is approved, the outside

Orange County Sheriff-Coroner Department

Custody and Court Operations Manual

Custody Intelligence Unit

agency's designee will sign the "Inmate Communications Cover Release Form" prior to receipt of the records. OCSD is not the custodian of evidence/records for anything related to communication covers (mail, recordings, etc.) for outside law enforcement agencies.

3. If approved, the mailroom will make a copy of the inmate's incoming and outgoing mail and forward the original to the addressee. CIU Member will pick up the copies from the respective mailroom. Visits will be recorded by assigned staff. For further details, refer to CCOM Section 2800.4 - Visit Recording Procedures and Equipment.
 - i. CIU Member will schedule and coordinate the pick-up or delivery of these items to the approved requestor.
4. Approved communication covers will be valid for three months. Requests to extend the communication cover another three months must be submitted upon or prior to the expiration of the current authorization.
5. Communication covers must be picked up regularly. If a pick-up has not been made for two weeks, it will be assumed that the justification for the communication cover no longer exists and the communication cover will be discontinued.

2800.4 VISIT RECORDING PROCEDURES AND EQUIPMENT

- (a) These procedures are intended to ensure the preservation of evidence, maintain proper chain of custody, clearly define responsibilities, and ensure compliance with departmental recording policies. Failure to properly document or record visits directed under an approved communication cover may compromise an active investigation. For the purposes of this section, it shall apply only to staff assigned to custody. Staff from other divisions shall follow their own procedures and protocols.
- (b) Each jail facility is responsible for ensuring proper recording equipment is available. At the beginning of every shift, all recording equipment will be accounted for and should be checked to ensure it is functioning properly. For further details, refer to CCOM Section 1701.1 – Security and Control.
- (c) Facilities must also ensure that multiple visiting booths are operational and capable of recording visits. Once a communication cover for a visit recording has been approved, the following procedures shall be followed by custody staff:
 1. CIU will notify via email the Administrative Sergeant and Administrative Deputies of the facility where the inmate is housed. These employees will serve as the point of contact for the request. The CIU notification will include the inmate's name, booking number, and any specific recording instructions.
 2. Upon receiving the request, the Administrative Sergeant or Administrative Deputies shall acknowledge receipt by replying to the CIU email. This acknowledgement confirms the facility has received the directive and will coordinate the request.

Orange County Sheriff-Coroner Department

Custody and Court Operations Manual

Custody Intelligence Unit

3. After acknowledging the request, the facility administration is responsible for ensuring the directive is carried out. This includes communicating the request to the Housing Deputies, coordinating with Visiting Deputies, and clearly identifying which Deputy or sworn staff member will record the visit. These instructions shall be issued within the facility chain of command. CIU will not direct in-house custody staff operations.
4. The designated sworn staff member shall do the following in chronological order:
 - i. Verify recording equipment is operational
 - ii. Identify himself or herself on the recording prior to the start of the visit and include the following information: date of visit, time of visit, inmate name, inmate booking number, visitor name, and inmate housing location.
 - iii. Record the inmate's visit
 - iv. Maintain custody of the recording equipment during the visit
 - v. At the conclusion of the visit, the sworn staff member shall upload the recording/digital media [REDACTED] using the appropriate labeling and categorizing requested by CIU. For further details, refer to OCSD Policy Manual 447.5 – Documentation and Storage.
 - vi. Notify the Administrative Sergeant that the visit recording has been completed.
5. Once the Administrative Sergeant receives notice that the digital recording has been completed and uploaded [REDACTED], the Administrative Sergeant will notify CIU.
6. Digital media shall not be stored on shared drives or unauthorized network storage systems. Digital media stored on the recording device shall be removed from the recording device upon successful upload [REDACTED], so that the device may be used for subsequent visit recordings.