

TLF POST Orders

9104.1 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.

9104.2 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) Daily checks inside security:
 - 1. Booking Loop (log it in your daily email)
 - 2. *Sign/approve Court Orders in Records.
 - i. Disputed court orders sent to CoCo's Jail Order Team [REDACTED]
 - ii. Approved court orders for Pro-Per inmates sent to records for upload [REDACTED] to ProPer Sergeant.
- (h) Daily Log sent to the Commander, Administrative Lieutenant, Lieutenants, Sergeants and Special Services Bureau Intel:
 - 1. Use Of Force
 - 2. Log medical aids that go to the hospital

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3. Fights/assaults
4. PREA allegations
5. Court Orders referred to County Counsel [REDACTED]
6. Booking Loop check
7. FAST search
8. Facility Operations Callouts (fill out the Call-out form and attach it to the magnetic clip)
9. OT Justification Log (prepared by the Ops. Sergeant and attach it to your email log)
10. Hospital Roster (prepared by the Ops. Sergeant and attach it to your email log)
- (i) Log Review: [REDACTED] RFID and Jail [REDACTED] Log [REDACTED]
 1. [REDACTED] RFID: Review Late Check Compliance and Out of Cell Compliance (Dayroom / Recreation).
- (j) Daily Count and Safety Check video reviews by Sergeants (verify the Sergeants logged these)
- (k) Complete Executive Briefing email notification on specific incidents, email [REDACTED]
- (l) *In Custody Death template and new blue folders
- (m) *Approve/sign inmate discipline paperwork (given to you by the Classification Sergeant).
- (n) *Discipline Appeals (Classification Sergeant will prepare a packet for the WC / 1602.6 - Appeal Procedure)
- (o) *Use of Force Reviews
- (p) *Involuntary Medication applications
- (q) *Grievances addressed/assigned to the Watch Commander
- (r) *Allegation of staff misconduct
- (s) *OCTime approval process for supervisors
- (t) *OT Justification Log/sign and archive [REDACTED]
- (u) *Periodic Tasks:
 1. Perform weekly 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.
 2. Watch Commander Monthly Safety Check review [REDACTED]
 3. Watch Commander Monthly Audit [REDACTED]
 4. Monthly Performance Evaluation distribution list

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(v) Sample Schedule (*may vary depending on operational needs, sample only*).

1. Dayshift Watch Commander:

- i. 0400
 - A. On-duty
 - B. Briefing with relieving Watch Commander
- ii. 0630
 - A. Briefing
- iii. 0630-1500
 - A. Daily Loop Check and other various housing locations throughout the work week.
 - B. Conduct required weekly random audit of dayroom/outdoor recreation within the RFID System and address any deficiencies or issues.
- iv. 1500-1600
 - A. [REDACTED] log review, prepare daily Watch Commander's email and brief oncoming Watch Commander.

2. Nightshift Watch Coommander:

- i. 1600
 - A. On-duty
 - B. Briefing with relieving Watch Commander
- ii. 1830
 - A. Briefing
- iii. 1830-0300
 - A. Daily Loop Check and other various housing locations throughout the work week
- iv. 0000-0200
 - A. Review [REDACTED] daily log
 - B. Conduct required weekly random audit of dayroom/outdoor recreation within the RFID System and address any deficiencies or issues.
- v. 0300-0400
 - A. [REDACTED] log review, prepare daily Watch Commander's email (Emailed to the Commander, TL Lieutenants, TL Sergeants and SSB Intel) and brief oncoming Watch Commander.