



Protect the public through  
a profession that matters,  
in the exciting field of  
criminal justice.



Orange County Corrections Department

A proud history, enhanced public safety and cutting edge technology.







## Our Mission

To enhance public safety by operating a safe, secure and humane correctional system.

## Our Vision

We are a correctional organization united in serving our community through excellence, integrity and innovation.

# 150 Years of PROUD HISTORY



From what was once a handful of cells, the Orange County Corrections Department (OCCD) has become one of the largest county detention facilities in the nation. Situated on a 76-acre secure compound in Orlando, Florida, OCCD has the capacity to detain up to 4,100 inmates on any given day. Strong working relationships between the 1,700 certified and civilian staff are valued at OCCD, as is the rich history and proud tradition passed down through the many generations of employees.



OCCD SERGEANT AND HIS BROTHER, A RETIRED ACTING DEPUTY CHIEF, FOLLOWED IN THEIR FATHER'S FOOTSTEPS



ADMINISTRATIVE ASSISTANT, WHOSE FATHER RETIRED FROM OCCD, PROUDLY DISPLAYS MEMORABILIA IN HIS HONOR



FIRST COURTHOUSE/JAIL CIRCA 1873, ON THE CORNER OF MAIN STREET AND CENTRAL AVENUE



COURTHOUSE/JAIL CIRCA 1884



COURTHOUSE/JAIL CIRCA 1927, ON THE CORNER OF WALL STREET AND COURT STREET



# Enhancing PUBLIC SAFETY



Keeping the community safe is paramount at the Orange County Corrections Department. As a county detention facility, the majority of inmates housed at OCCD are pre-sentenced, meaning they have not yet been convicted of a crime or have been ordered to a period of incarceration. However, OCCD detains inmates of all custody levels, which translates to strong relationships with more than a dozen local police departments, deputy sheriffs, state and federal partners, as well as community organizations.

There are also three courtrooms housed at the agency's Booking and Release Center where correctional officers provide courtroom security, while civilian staff ensure judiciaries have access to critical information. Located in close proximity to the secure compound are the agency's Video Visitation and Work Release Centers. With public safety such a global topic in Orange County, OCCD leaders are proud to remain at the forefront of discussions pertaining to how to best protect the community.



SPECIALIZED DORMS HOUSE ACUTE MENTAL-HEALTH INMATES



PERIMETER OFFICER CONDUCTING A SECURITY CHECK  
AS A VEHICLE ATTEMPTS TO ENTER THE SECURE AREA



# Being Part of a TEAM



UNDER THE DIRECTION OF THE CHIEF OF CORRECTIONS, CORNITA A. RILEY, ALL DIVISIONS ARE AT THE TABLE DURING CRITICAL EVENTS



There is a strong sense of team here at the Orange County Corrections Department. Whether an individual is assigned to a unit within the Community Corrections and Inmate Programs Division, the Inmate Administrative Division, or to one of the agency's specialty units, personnel work together to carry out the mission of OCCD.

The Security Support and Security Operations Divisions include several specialty units, each charged with unique that help preserve the safety and security of the compound. The Special Response Team is one such unit who is called upon to respond to unstable or critical events within the facility or to transport a high-custody-level inmate. CIT (Crisis Intervention Training) is another example of how civilian and certified personnel work together to accomplish unified goals, with more than 500 staff successfully completing the program. CIT helps prepare staff to work with inmates in crisis or those with mental-health needs, while working alongside medical professionals.



TRANSPORTATION UNITS WORK TO MOVE MORE THAN 100 INMATES ON AN AVERAGE DAY



CIT OFFICERS AND MEDICAL PERSONNEL WORK IN PARTNERSHIP TO MANAGE SAFETY AS WELL AS THE NEEDS OF INMATES WITH MENTAL ILLNESS

# Maintaining a RESPECTED REPUTATION





The Orange County Corrections Department prides itself as an industry leader with such re-entry programs to include a veterans' dorm where correctional officers with military backgrounds supervise inmates who meet a select criteria and have been honorably discharged. These officers work in partnership with program and mental-health professionals. In addition, OCCD has an expansive Health Services Division. Although an independent division, medical professionals work seamlessly with OCCD staff. Along with these unique services, OCCD also has the largest Female Detention Center in the area.



ORANGE COUNTY'S CORRECTIONS HEALTH SERVICES DIVISION EMPLOYS MORE THAN 150 MEDICAL PROFESSIONALS



COMMUNITY CORRECTIONS PERSONNEL ARE FREQUENTLY CALLED UPON TO TESTIFY IN COURT

# Working with CUTTING EDGE TECHNOLOGIES





The Command Center houses state-of-the-art technology that serves as extra eyes and ears – a critical tool for maintaining safety and security. This is just one example of how innovation is present at OCCD. The agency was also one of the first in the nation to implement a Video Visitation Center, which drastically reduced the introduction of contraband into the facility. Today, the agency is constantly seeking new technologies to enhance staff performance, as well as keep personnel, visitors, inmates and the community safe.



DETENTION SERVICE OFFICER STATIONS ALLOW PERSONNEL TO SAFELY MOVE INMATES AND MAINTAIN VISUAL/AUDIO CONTACT



INMATE RECORDS MANAGEMENT STAFF CAPTURE AND UPLOAD BOOKING PHOTOS



ELECTRONIC FINGERPRINTING MACHINES ARE CRITICAL TO THE IDENTIFICATION OF INDIVIDUALS UPON BOOKING

It Starts Here **BUT BEGINS WITH YOU**





In the state of Florida, correctional officers are required to hold a current state certification which can be obtained after successfully completing an accredited academy and passing a state examination.

The Criminal Justice Institute at Valencia College is one such academy for qualified candidates. The academy is certified by the Florida Department of Law Enforcement. The 12-week academy includes 420 hours of coursework and practical application, offering students an introduction into criminal justice, defensive tactics, physical fitness training, weaponry, techniques for first responders, communication and interpersonal skills training, as well as an overall introduction into correctional operations. After successfully completing the academy, students are offered an opportunity to take the state examination to become certified correctional officers. Candidates who already maintain a valid certification in another state are encouraged to reach out to the agency's Human Resource Division directly to learn more about how to transfer a certification.



OCCD'S DEPUTY CHIEFS SPEAK TO A CLASS OF CADETS



PHYSICAL FITNESS, FIREARMS TRAINING AND DEFENSE TACTICS ARE JUST A FEW OF THE EXCITING TRAINING OPPORTUNITIES FOR CADETS

## SECURITY SUPPORT AND SECURITY OPERATIONS DIVISIONS

The Security Support and Security Operations Divisions are responsible for the safety and security of all personnel, volunteers and visitors, as well as inmates in the custody of OCCD. These divisions are comprised primarily of certified personnel who work in partnership with health professionals, civilians, as well as local law enforcement and other divisions. Correctional Officers are assigned to "A" and "B" squads here at OCCD. The squads cover various shifts, which staff the 24-hour operation. Within these squads, an officer is assigned to a specific post. Within the Security Support and Security Operations Divisions are specialty units and teams for officers who qualify.

Correctional officers regularly participate in ongoing training opportunities to maintain skills, as well as develop new ones.



TRAINING EXERCISE FOR THE SPECIAL RESPONSE TEAM

### 1) **Certified Correctional Officer**

#### **SPECIALTY UNITS for CERTIFIED OFFICERS:**

- Special Response Team
- Honor Guard
- Hospital Security
- Perimeter Security
- Security and Intelligence Unit
- Road Crew Supervision
- Transportation
- Recreation Unit
- Hostage Negotiations

2) **Detention Service Officers (DSO)** are uniformed civilian staff who provide essential support functions to include, but are not limited to:

- Assisting with inmate population counts
- Staffing the Command Center
- Monitoring entry points





CORRECTIONAL OFFICERS SUPERVISE INMATES FROM  
MINIMUM TO MAXIMUM CUSTODY LEVELS

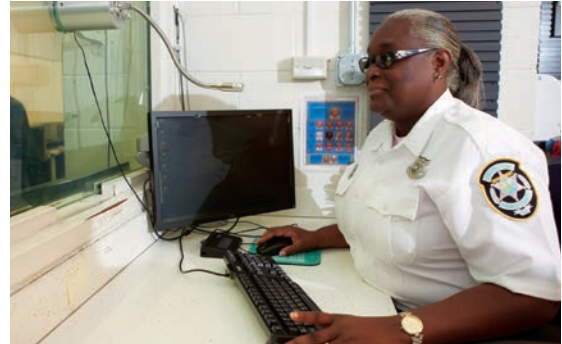
## INMATE ADMINISTRATIVE SERVICES DIVISION

*The Inmate Administrative Services Division provides vital information and services that effectively manage the inmate intake process, first appearance court operations, inmate custody and housing assignments, inmate disciplinary reviews, as well as oversees the inmate release process. Employees working as part of this division are primarily civilian staff, with the exception of the Classification Unit, which is comprised of certified officers.*

**Inmate Affairs:** Investigates and conducts disciplinary hearings as well as imposes sanctions pertaining to inmate conduct. In addition, the team works with inmates requesting or needing protective custody.

**Inmate Classification:** Uses select criteria to which an inmate is classified while at Orange County Corrections. Classification Officers are certified personnel trained to determine an inmate's custody level. They also calculate release dates for sentenced offenders.

**Inmate Records Management:** Oversees the change of custody between law enforcement and the Orange County Corrections Department during the booking process. This team works 24 hours a day, every day. Inmate Records personnel also prepare court lists and case files for daily first appearances, which take place within the three onsite courtrooms.



INMATE RECORDS MANAGEMENT STAFF MANAGE THE BOOKING PROCESS

Records personnel receive bonds and oversee the release process from the jail. In addition, staff in this unit maintain the inmate's electronic case file, which includes documents as well as information from various sources including partner agencies, judiciaries, medical and law enforcement.

**Pretrial Services:** Works with the 9th Judicial Circuit to support court room operations. They research, as well as verify information for the judiciaries so that they make informed release decisions. In addition, the team processes eligible inmates for release into the Pretrial Release Supervision Program. They receive, review and process all court documents pertaining to inmates. They maintain communication with judges, as well as partner criminal justice agencies.





INMATE RECORD STAFF SUPPORT JUDICIARIES  
WITHIN THE THREE ON-SITE COURTROOMS

## COMMUNITY CORRECTIONS AND INMATE PROGRAMS DIVISION

*The Community Corrections and Inmate Programs Division provides services to offenders who are under court-ordered supervision and reside in the community, but face misdemeanor-related charges. In addition, the division oversees inmate programs and re-entry services. This division includes:*

**Central Intake:** Processes offenders when they first report to the Community Corrections Division.

**Misdemeanor Probation:** Supervises offenders sentenced to misdemeanor probation according to risk level. Individuals working within the program are referred to as Community Corrections Officers and maintain a civilian status.

**Pretrial Diversion:** Program for first-time offenders who have been charged with a misdemeanor or driving under the influence without the stigma of a criminal conviction.

**Alternative Community Service:** Works with individuals ordered to complete community service hours by securing non-profit worksites, monitoring and tracking their efforts, as well as reporting non-compliance violations to the court.

**Pretrial Release Supervision:** Monitors clients to ensure they are in compliance with the conditions of their court ordered release, which includes attendance at required court proceedings.

**Inmate Programs:** Delivers services to inmates who qualify, including, but not limited to: GED, life skills, and substance abuse.



COMMUNITY CORRECTIONS OFFICERS SUPERVISE  
MISDEMEANOR PROBATION





INMATES PARTICIPATE IN THE "CHOICES" PROGRAM

## HIRING INFORMATION

### Qualifications

- 19 years of age or older
- U.S. Citizenship
- Hold a high school diploma or equivalent from a recognized entity accredited by the U.S. Department of Education
- Hold a valid Florida Driver's License
- No felony convictions
- No misdemeanor convictions pertaining to domestic violence, providing false statements to law enforcement, or other charges of moral question
- Be of good and strong character
- Correctional Officers must either hold a current Florida Corrections Certification or be enrolled (either through self or sponsorship by Orange County Corrections) in a certified Florida Department of Law Enforcement academy. OCCD does offer sponsorship to cadets who qualify through the Criminal Justice Institute at Valencia College

### Application Process

The time in which an applicant should expect to complete the hiring process will vary from individual to individual; however, the goal of the Human Resources Division is to complete that process within a few months.

### APPLICANTS MUST:

- Submit an application (certified/civilian)
- Submit and successfully complete a polygraph screening (all certified/some civilian)
- Successfully complete a psychological examination (certified staff and select positions)
- Submit to fingerprint screening and background investigation (certified/civilian)
- Submit and succeed in a pre-employment medical and drug screening (certified/civilian)
- Participate in a panel interview (certified/civilian)

### BENEFITS:

- Comprehensive health insurance package of medical, dental, vision and prescription drug coverage for self and eligible family
- Life insurance, short-term and long-term disability
- Certified personnel receive high-risk status in the Florida Retirement System
- Certified and civilian personnel enter the Florida Retirement System
- Educational assistance up to \$1,250/year (per criteria)
- New employees accrue up to 18 days personal leave per year
- 10 paid holidays per year
- Health Savings Account
- Military, medical, bereavement and medical term leave







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VISIT US ONLINE:  
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