

## Inmate Services Bureau

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- **Fire Camp Training Unit**

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- • **Unit Orders #0001**

### **PURPOSE:**

Unit orders have been promulgated to provide Fire Camp Training Unit/PDC-East Facility personnel with a clear understanding of the expected action and behavior deemed necessary for the proper operation of the Fire Camp Training Facility. Any conflict that may arise between these Unit Orders and Departmental orders, directives, procedures, etc... shall find its solution in adherence to Department demands.

For clarification purposes, the terms **shall** and **will** in these unit orders are mandatory, while **may** is permissive.

### **POLICY:**

The purpose of the unit order will be stated unless obvious in the reading.

The unit orders will be maintained by the manuals and orders coordinator (sergeant). They shall be located in the Operations Office/Sergeant's Office.

Unit orders specific to the operation of the Fire Camp Training Unit shall have a unique unit order number. All orders arising out of daily operations due to inmate housing at PDC-East Facility, or not covered under these orders, shall defer to PDC-East Facility unit orders.

Copies of all new or revised unit orders will be issued as follows: lieutenant, sergeants, deputies, custody assistants, and supervising station clerk and all other personnel whose daily routine operation may be affected by any specific order. All original signed unit orders, and computer files of such, shall be kept in the Operations Office.

When an employee is directed to draft a new or revised unit order, it shall be done in "Microsoft Word" format. Once completed, the computer file of the draft shall be given to the manual and orders coordinator. The manuals and orders coordinator will check the draft for grammatical errors and may make any necessary changes. If it is determined the order may conflict with another Department or unit directives, the manual and orders coordinator will discuss this with the author of the draft. They will confer as to what changes may need to be made or, if necessary, consult with the unit commander for additional direction.

Once the draft order is ready for review by the unit commander, the manuals and orders coordinator shall put it on a unit order letterhead, with a unique order number assigned. Once approved and signed by the unit commander, the new order will be distributed as previously outlined.

All Fire Camp Training Unit personnel shall be familiar with the content of these orders and will periodically review them for any updates.

• • **Inmate Fire Camp Training Escape Plan #0002**

**PURPOSE OF ORDER:**

To establish procedures during an inmate escape while at the PDC Fire Camp Training Unit/PDC-East Facility or other Fire Camp off-site facilities.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to or working in any capacity at the Fire Camp Training Unit/PDC-East Facility.

**ORDER:**

Nothing in this order will supersede procedures set forth in the above referenced Custody Division Manual.

**DEPUTIES RESPONSIBILITIES:**

Whenever an inmate assigned to the Fire Camp Training Facility is suspected or known to have left a place of confinement or other places with or without fences without authorization, the deputies shall follow the below procedures:

[REDACTED TEXT]

**MAIN CONTROL RESPONSIBILITIES:**

[REDACTED TEXT]

**SERGEANTS RESPONSIBILITIES:**

[REDACTED TEXT]

## L.A. COUNTY FIRE DEPARTMENT'S RESPONSIBILITIES:

[REDACTED TEXT]

## CDCR/LOS ANGELES COUNTY FIRE DEPARTMENT CAMP ESCAPE:

[REDACTED TEXT]

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### • • Authorized Uniforms #0003

#### PURPOSE

The purpose of this Order is to provide guidelines regarding the approved uniform of the day for sworn personnel at the Fire Camp Training Unit/PDC-East Facility.

#### SCOPE

This order shall apply to all personnel assigned to the Fire Camp Training/PDC-East Facility.

#### POLICY

Personnel assigned to Fire Camp Training Unit/PDC-East Facility may wear class "B" uniforms for normal daily operations. The optional "5-11" TDU tactical cargo pants may be worn with the class "B" uniform on ***PACE and field deployments only***. All sworn personnel assigned to administrative assignments at Sheriff's Headquarters, or public relations appearances shall wear the departmentally approved class "A" uniform. All team members shall wear the same class of uniform.

Footwear shall be black, smooth leather or leather/nylon boots or oxfords shined to a high gloss.

In all cases, the uniforms worn shall reflect positively on the wearer and the Department. Uniforms will be clean and free from tears and/or excessive fading. Absent exigent circumstances, in the event two persons are assigned to a unit, both deputies shall wear the same class uniform.

Personnel appearing for court shall wear either their class "A" uniform or business attire. Keeping in mind officer safety, it is recommended all sworn personnel consider wearing their ballistic vest and gun belt when appearing for court.

Personnel who choose to wear the optional class "B" baseball-style cap may wear the departmentally approved green monogrammed style cap with class "B" uniforms only. Black watch caps or green "Boonie" style brimmed hats may be worn in the field during inclement or cold weather. Hats and caps shall not be worn during shift briefings.

Personnel may wear green "Sheriff" polo shirts, green "Boonie" hats, hiking boots, and class "B" or cargo pants while supervising inmates during daily training hikes. All personnel shall change back into full class "B"

uniforms, including black boots, upon completion of hikes.

Green tactical vest covers are authorized to be used in lieu of the ballistic vest when assigned to field assignments and call-outs.

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## • • **Weapon Security # 0004**

### **PURPOSE OF ORDER:**

To establish policy prohibiting the possession of firearms and edged weapons in secured areas, and defining secure areas for the storage of personal weapons and unit armory.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at the Fire Camp Training Unit/PDC-East Facility.

### **ORDER:**

Possession of a firearm or edged weapons in a secured area is prohibited. [REDACTED TEXT] Personal firearms shall not be stored in personal or department vehicles.

Department firearms (shotgun, stun-bag shotgun, AR-15) shall not be stored in department vehicles between deployments. They shall be stored, unloaded, in the unit armory until deployed.

### **3-06/110.00 SECURITY OF WEAPONS**

[REDACTED TEXT]

Inventories of all weapons assigned to unit armories shall be documented and maintained on a regular basis. Any discrepancies shall be reported to the Watch Commander immediately. A quarterly weapons inventory report listing all serialized items shall be submitted to the Advanced Training Bureau, Weapons Training Section, attention: Range Master, pursuant to the Department Manual of Policy and Procedures, section 3-06/080.10, "Quarterly Weapons Inventory."

Each Unit Commander shall establish a regular cleaning and maintenance schedule for all weapons stored in the unit armory. All cleaning, maintenance, and inspections shall be recorded.

### **3-06/140.00 EDGED WEAPONS WITHIN SECURITY**

Personnel shall be prohibited from bringing any cutting instrument consisting of a sharp blade, point, or any object that can be considered an edged weapon (i.e. knives, razor blades, box cutters, etc.) within the secured areas of the Inmate Fire Training Facility.

Exceptions to this policy are:

- Authorized knives used within the kitchen
- Authorized gardening equipment
- Rounded scissors consisting of no point (i.e. scissors used for suicide kits, removing wristbands, unauthorized clotheslines, etc.)
- Maintenance equipment.

In addition to Custody Division Manual Section 3-06/090.00, "Security of Tools," if an edged object, which can be utilized as a weapon, is issued to inmates then the inmate shall be under direct visual observation at all times. When any of the objects are not in use, they shall remain in a secure, locked area of the facility. Each object shall be collected at the end of each shift and accounted for.

Any edged object that can be utilized as a weapon, remaining permanently within security, shall be regularly audited and accounted for. This audit shall be documented and retained within the facility via a Uniform Daily Activity Log (UDAL).

Maintenance personnel requesting to bring edged objects within security shall have prior approval of the facility Watch Commander. Each object shall be counted and documented by the facility. Once maintenance personnel exit the facility, jail personnel shall ensure that each object documented has been removed from the facility. Jail personnel shall also ensure that Custody Division Manual Section 3-06/100.00, "Security Check After Repairs" is adhered to.

A correctional facility is defined as any secured facility, station jail, and court lock-up.

Any prior approval will come from the Assistant Sheriff.

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## • • MRSA and Vermin Control Procedures #0005

### **PURPOSE OF ORDER:**

This order establishes policy and provides guidelines for laundry exchange and cleaning in the event an inmate is identified as having Methicillin-Resistant Staphylococcus Aureus (MRSA) or any similar, contagious, easily transmitted medical condition or infection.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to the Fire Camp Training Unit/PDC-East Facility.

### **ORDER:**

Inmates with vermin or specific medical problems create the need for special handling of their clothing. The medical staff will determine if vermin are present and contaminated clothing will be placed in plastic bags. These bags will be taken to the facility laundry where they will be stored with other soiled laundry awaiting transport to Laundry Services for cleaning.

All inmates in the immediate vicinity or adjacent bed areas shall:

1. Receive a complete change of bedding and clothing exchange.
  2. Scrub and disinfect their entire bed area, including bed frames and mattresses using the Citra-cide solution. Allow the Citra-cide to remain on areas for ten minutes prior to wiping off with clean towels. In addition to the contaminated bunk, disinfect bunks and mattresses located on both sides and in front/back of the contaminated bunk. Bag soiled towels and leave in [REDACTED TEXT] for cleaning.
  3. Use a specialized shampoo supplied by the medical staff to wash all body hair.
  4. The inmates **shall** be re-checked in 48 hours and the previous steps repeated as necessary.
  5. Ensure the procedures are logged in the proper Title 15 book, under "Medical Events" (ie.; 0950 hours - John Doe #1234567 - Treated for MRSA - Clothing Exchanged/Disinfected Mattresses on Bunks 44,45,46,47).
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## • • Inmate Meals #0006

### PURPOSE OF ORDER:

To establish procedures and guidelines for providing inmate meals. This order meets Title 15 requirements.

### SCOPE OF ORDER:

All personnel assigned to the Fire Camp Training Unit/PDC-East Facility.

### ORDER:

Section 1240 of Title 15 states that three meals must be provided in any 24-hour period. At least one of these meals must include hot food. If more than 14 hours pass between these meals, supplemental food must be served. A minimum of 15 minutes is allowed for the consumption of each meal.

Meals at the Inmate Fire Training Facility are scheduled to begin at [REDACTED TEXT] for dinner. Breakfast and dinner will normally be a hot meal, which meets and exceeds Title 15 requirements. Monday through Friday, inmates will be served the morning and evening meal in the Inmate Dining Room (IDR). Lunch will be "sack meals." These "sack meals" are given to each individual inmate to be consumed in their barracks at the Fire Training compound. On weekends and holidays, all three meals will be delivered to and served at East Facility.

Inmates assigned to work crews (PACE, PDC details, off-site details) will be given "sack meals" at their work assignment.

All available personnel shall be present in the dining hall during inmate meals to monitor feeding and activity.

**Under no circumstances should any line staff be undertaking any other activity (i.e.: ODR, gym, running, etc.) during the inmate meals. Any personnel not at their assigned posts during inmate meals will be subject to reprimand.**

A supplemental meal, whether hot or cold, is available to late arrivals, late court returnees, or any inmate who has not been fed during the previous 14 hours. The processing officer coordinates the serving of these meals

with the kitchen staff.

Any deviation from the above procedure due to inclement weather or other special circumstances is permitted with a Sergeant's approval.

Under no circumstance during meals will inmates not assigned to the culinary crew be allowed in the kitchen area.

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## • • Fire Camp Training Facility Parking #0007

### **PURPOSE OF ORDER:**

To establish parking procedures for vehicles at Fire Camp Training/PDC-East Facility.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Fire Camp Training Unit/PDC-East Facility.

### **ORDER:**

Fire Camp staff shall park their personal vehicles in designated parking areas only and shall not park in any manner that is unlawful or presents a hazard. This includes, but is not limited to, parking in red fire zones, parking in posted "no parking" areas, unlawfully parking in handicapped spaces, or parking in spaces specifically designated for another.

The designated area for parking personal vehicles while at the Fire Training Camp is [REDACTED TEXT] No personal vehicles shall be parked inside the Fire Training Camp Compound fence line.

The designated areas for parking while at East Facility are the marked parking stalls between the front of the facility and Shayne York Memorial Park, and the marked parking stalls next to the locker room entrance.

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## • • Facility Cleaning #0008

### **PURPOSE OF ORDER:**

The purpose of this order is to establish a uniform system for facility cleanliness and to define the duties of Barrack Orderlies.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Fire Camp Training/PDC-East Facility.

### **ORDER:**

All personnel on each shift share in the overall responsibility to maintain the Fire Camp Training and East

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Facilities in clean and functional operating conditions. In addition to the daily general upkeep and cleaning that must take place on each shift, specific cleaning responsibilities shall be assigned. Shift supervisors have the responsibility to ensure appropriate levels of cleaning are completed in a timely manner. Inspections of assigned areas shall be done daily to ensure this facility is maintained at an optimum level.

Barrack inspections will be conducted by deputies to ensure barracks are clean and free of maintenance issues. Any cleaning or maintenance deficiencies noted in the areas inspected will be entered in the Title 15 (UDAL) Log.

Each shift has the responsibility for barrack cleanliness. In an effort designed to maximize cleanliness while addressing security concerns, the following procedures will be utilized:

### **SUPPLIES**

Each barrack supply closet should, at a minimum, contain the following:

- Two brooms (one for outside sweeping and one for inside).
- Two mops. Mops will be kept outside of the supply closets to prevent mildew and facilitate drying
- One mop bucket
- One dustpan
- Cleaning Rags
- One squeegee (for cleaning the shower areas)
- Box of latex gloves
- One bottle of disinfectant (Citricide)

When not in use, the above supplies, with the exception of wet mops, shall remain locked in the supply closets, located in the rear of each barrack.

Fire Camp Training Unit personnel shall monitor their respective supply closets on a daily basis and ensure they are adequately supplied with the proper equipment and supplies. Whenever an inmate is issued cleaning equipment and/or supplies, it shall be the responsibility of the issuing personnel to recover and secure the items after their use.

### **BARRACK ORDERLY AND CLEANING DUTIES/SCHEDULE**

Each barrack shall have a barrack orderly appointed. Any day shift personnel may appoint an inmate to the barrack orderly position. The barrack orderly will be responsible for notifying the compound personnel of any needed cleaning items and reporting to the compound personnel whenever the cleaning has been completed. Under no circumstances shall the barrack orderly be used in the capacity to supervise other inmates or to perform any duty of assigned personnel.

The day shift compound officer will be responsible to ensure that the barrack orderlies are aware of the requirements of their specific job. The day shift compound officer shall inspect the barrack to confirm that all cleaning has been completed in a satisfactory manner.

On a daily basis, the following cleaning duties shall be completed:



- GENERAL BARRACK CLEANING - Coffee pot stand, tables, stools, floors, curbs, walls, windows, sills, ceilings, and vents shall be cleaned. There should be no graffiti, cobwebs, scuff marks, dust, dirt, or standing water in any of these areas. Any excess clothing, sheets, or towels shall be removed from the barracks.
- WASHROOM AREA - Floors, walls, sinks, toilets, urinals, and mirrors shall be cleaned. There should be no metal marks on porcelain, no stains inside the toilets or urinal, and the grout and tile on the walls and floors should be free of stains and residue.
- SHOWER AREA - Floors, walls, showerheads, tile, and grouted joints shall be cleaned. There should be no soap scum or standing water left on top of the showerhead, on the walls, or on floors. There should be no algae residue left in the grout on the walls.

Inmates are required to keep their immediate personal area clean and free of debris, excess clothing, and trash. All clothing must be folded, beds made, and personal items neatly stored.

The barrack orderly shall be responsible for getting cleaning supplies from the compound personnel. He will also be responsible for cleaning the porches and keeping the compound area in front of the barrack clean at all times. Any miscellaneous cleaning other than that described above shall be the responsibility of the barrack orderly.

All barrack orderlies and inmates are expected to perform their assigned jobs **WITHOUT EXCEPTION** unless directed to do otherwise by assigned compound personnel. If a bunk is completely empty, a volunteer may work in place of a vacant bunk. Nothing in this order shall prevent additional inmates from volunteering to assist with the daily cleaning duties.

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## • • Prisoner Security #0009

### PURPOSE

The purpose of this order is to establish policy for prisoner security at medical facilities.

### SCOPE

This order shall apply to all personnel assigned to the Fire Camp Training Unit/PDC-East Facility.

### POLICY

Deputies working a one-man unit shall maintain constant visual contact with the prisoner. Deputies shall also maintain proximity to the prisoner at all times to ensure the safety of the medical staff and patients and to prevent escape. [REDACTED TEXT] When this occurs, deputies shall position themselves to maintain control of the prisoner. At no time will deputies divert their attention from the prisoner to complete paperwork or to make telephone calls, including calls for file numbers, booking numbers, etc. When personal needs arise, a second unit will be summoned to take charge of the prisoner's security, until the primary deputy returns.

Deputies working two-man units shall adhere to the same policy as one-man units with a few exceptions. If two or more deputies are present, at least one deputy shall maintain constant control of the prisoner while the other completes the necessary paperwork, provided public and officer safety and security is not compromised. If the second deputy must leave the [REDACTED TEXT], the remaining deputy shall stop what he/she is doing and take over the security of the prisoner.

NCCF personnel shall provide transportation and security for hospitalized inmates. Fire Camp staff may provide initial security during transportation and admission but shall be relieved by NCCF staff as soon as practical.

All other department policies and procedures regarding the transportation and security of inmates detained in hospitals are outlined in the Manual of Policy and Procedures, and the Custody Division Manual.

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## • • Telephone Procedures #0010

### **PURPOSE:**

It is the policy of the Fire Camp Training Unit that personnel shall handle all telephone contacts in an efficient and professional manner. To ensure compliance with this policy, this Unit Order has been implemented. For many citizens, their only contact with law enforcement will be over the telephone. Establishing and maintaining good public relations and fostering a professional image is the responsibility of all department personnel. The manner in which a caller is handled will have a direct effect on how the individual perceives us and how we do our job.

### **Incoming Calls:**

All incoming calls shall be answered promptly and professionally. Personnel shall be courteous in their demeanor at all times. Personnel shall properly identify themselves and the unit being called. Ideally, the following three phases will be used when answering the station telephone:

1. Los Angeles County Sheriff, East Facility/Fire Camp
2. Your Rank and Name, (CA personnel shall refer to themselves as "Officer").
3. "How may I help you?"

It is well understood that under certain circumstances, personnel may not be in the position to parrot each word of the greeting in the exact order and terminology. The above-referenced greeting is to be considered a guideline for phone-answering demeanor. The most important factor to remember is that personnel interacting with the public over the phone shall always be professional and courteous. There is absolutely no excuse for being rude or abrupt when dealing with the public.

### **Outgoing Calls:**

County telephones shall be used for County business only. Absent an emergent situation and/or authorization from a supervisor holding the rank of sergeant or above, personal calls shall not be made on County phone equipment. Personnel making outgoing business calls shall use the SETS or other tie lines whenever possible. Personnel shall plan all calls before placing them in order to avoid unnecessary phone expenses.

Once the individual or unit has been contacted, personnel shall properly identify themselves and state the reason for the call.

**NOTE:**

The telephone bills are routinely audited. Any noted abuse of the County phone system may result in a requirement to reimburse the County for the expense incurred, as well as subject the caller to disciplinary action.

**Toll and/or Long Distance Calls:**

Normally, personnel holding the rank of captain or above are authorized to make any toll or long distance call they determine to be necessary. Personnel holding the rank of lieutenant are authorized to make calls anywhere within the State of California. Deputy and sergeant personnel are authorized to make calls anywhere within the contiguous counties of Orange, San Bernardino, Riverside, Ventura, and Kern. Other Department members are authorized to make toll calls only to other Sheriff's facilities and other government agencies within Los Angeles County.

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• • **Inmate Discipline Procedures #0011**

**PURPOSE OF ORDER:**

To establish procedures for inmate discipline at the Inmate Fire Training/East Facility (Fire Camp).

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to or working in any capacity at the Fire Camp.

**ORDER:**

Nothing in this order will supersede discipline procedures set forth in the above referenced Custody Division Manual. Any inmate, who has been properly processed through the proper procedures and is found guilty of violating Jail rules, all felonies and misdemeanors not covered elsewhere, will be disciplined according to procedures set forth in the Custody Division Manual. Any inmate receiving discipline above extra duty shall be immediately transported to PDC North Facility for discipline housing; however, at the discretion of the Unit Commander, sergeant, or above, any inmate given extra duty may also have all visiting privileges suspended for the following weekend.

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• • **Contact Visiting #0012 - Temporarily Supended**

\*\*\*SUSPENDED UNTIL FURTHER NOTICE\*\*\*

**PURPOSE OF ORDER:**

To establish procedures for inmate worker visiting regulations at Inmate Fire Training/East Facility.

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**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to or working in any capacity at the Inmate Fire Training/East Facility.

**ORDER:**

Nothing in this order will supersede procedures set forth in the above referenced Field Operations Directive and Custody Division Manual.

**CAMP SERGEANTS RESPONSIBILITY:**

As each camp differs in structural accommodations and work programs, inmate worker's visiting rules and regulations vary from camp to camp. Where possible, these rules should be standardized to prevent unfair application. Therefore, the Camp Sergeant shall ensure the following minimum standards are maintained.

**VISITOR AREA:**

The visitor area shall be designated so as to afford the inmate worker and visitors semi-privacy. At no time shall the visiting be permitted behind closed doors, in vehicles, etc.

**NUMBER OF VISITORS:**

The number of visitors at any one session shall be determined by facility accommodations as determined by the Camp Sergeant. However, the number of visitors shall not be limited to just one (not counting children under 16 years of age).

**NUMBER OF VISITING SESSIONS:**

Visiting sessions shall not be limited to less than two on any visiting day. Visiting shall be conducted on Saturday and Sunday only.

**LENGTH OF VISITING SESSIONS:**

Visiting sessions shall not be limited to less than 1/2 or more than three hour's duration, and shall not extend beyond the normal visiting hours. Every effort will be given to ensure a full three-hour visit per inmate. However, depending on the number of visitors and space available, visits may be terminated after 1/2 hour.

**VISITING HOURS:**

Normal visiting hours shall be between 0800 and 1600 hours. When necessary, the Camp Sergeant may decree a change in visiting hours for reasons including, but not limited to: weather, daylight saving time, emergency call outs, etc.

**FOOD:**

Visitors may bring food to inmate workers and are allowed to use the BBQ grills provided in the visiting area,

(BBQ briquettes or wood shall not be provided); however, all food must be consumed on the day of the visit, excluding reasonable amounts of candy or cookies. Inmates using the BBQ grill shall be responsible for cleaning and extinguishing the BBQ grill.

### **INMATE VISIT REQUEST:**

All visiting shall be conducted by appointment only, based on the remote location of the fire camp, and must be requested by the inmate to be visited. However, any visitor who arrives at the visiting center and has not made a prior appointment shall not be denied a visit but the visit may be delayed while their eligibility for the visit is confirmed by camp staff. Any inmate requesting a visit must provide camp staff with the following information at least three days prior to visiting day.

1. The full legal names of all parties who will be attending the visit.
2. Type and number of their identification information ie: CDL number, state identification number, etc.
3. Phone number where the visitor can be contacted in case of visit cancelation.
4. Visitors must follow all visiting rules set forth in CDM 5-10/020.00 VISITOR IDENTIFICATION. For detailed information, they may visit [www.lasd.org](http://www.lasd.org) or call (213) 473-6080.

### **FIRE DEPARTMENT EMERGENCY DURING VISITING:**

In the case where the Fire Department is requested for an emergency response and that response would include the inmate work crews, visiting may be suspended for that day. All inmates will be counted and return to their bunks for assignments. However, if at the discretion of the Camp Sergeant, depending on the number of inmates needed for the response, some visiting may continue.

### **LEGAL VISITS**

Inmates may receive legal visits from attorneys or authorized representatives/investigators only with prior arrangements. These visits will occur on a regular visiting day whenever possible. Unusual circumstances may require the temporary transfer of the inmate to an institutional setting where an attorney visiting room is available.

### **CAMP STAFF/VISITING DEPUTY RESPONSIBILITY**

Camp staff shall conduct searches of all inmates and their property to ensure he is wearing the proper clothing and taking only authorized property to the visiting center. Each inmate shall be searched upon returning from the visiting area for possession of contraband.

### **INMATE MARRIAGES**

Inmate Marriages shall not be conducted at the Fire Camp. Any inmate requesting to be married while in the custody of the Sheriff's Department shall be transferred to a proper custody facility.

### **PSYCHIATRIC VISITING**

Any inmate with a court-ordered or "one time" or any other type of Psychiatric visit or any staff member suspects the inmate is in need of a Psychiatric visit/evaluation for any reason, that inmate shall be immediately

transferred to a proper custody facility for evaluation.

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## • • Laundry Exchange #0013

### PURPOSE OF ORDER:

This order establishes policy and provides guidelines for an orderly and controlled exchange of inmate clothing and bedding.

### SCOPE OF ORDER:

This order applies to all personnel assigned to the Fire Camp Training Unit

### ORDER:

#### I. CLOTHING/BEDDING EXCHANGE [REDACTED TEXT]

Clothing and underwear exchange is done daily at the Fire Camp. Blanket and linen exchange is done at PDC-East Facility.

Each inmate will receive the following items at the fire training camp area during daily laundry exchange:

- 1 Orange jumpsuit (Daily at Fire Camp)
- 1 Pair underwear (Daily at Fire Camp)
- 1 T-shirts (Daily)
- 1 Pair of socks (Daily at Fire Camp)
- 1 Sheet (twice weekly at PDC-East Facility)
- 1 Towel (twice weekly at PDC-East Facility)
- 1 Blanket (once monthly at PDC-East Facility)

The above-indicated items are mandated to be exchanged by Title 15. The exchange reporting period is Friday through Thursday. In the event the exchange of items appears that it may fall short of Title 15 compliance, the unit commander should be notified in advance.

- A. Kitchen Workers - Kitchen workers will have clothing exchange with the general population. Any inmates missed due to job assignments will be allowed clothing exchange with passes that day.

NOTE: In addition, an effort will be made to exchange kitchen worker jumpsuits on an as-needed basis.

Inmates assigned to work details/projects will be issued a clean jumpsuit (tops and bottoms) each workday following their return from their work sites. Underwear and T-shirts are exchanged each workday.

- B. Court Returnees - Court returnees will be issued a complete bedroll and jumpsuit by the processing officer when returning from court if the court returnee's compound had linen exchange.
- C. Blanket Exchange - Each inmate will be issued one blanket upon arrival. One blanket will be exchanged once each month. ( 2 blankets shall be issued during the winter months)
- D. Jackets - Each inmate will be issued one jacket upon arrival during the winter months.
- E. Thermals - Each inmate will be issued one set of thermal underwear upon arrival during the winter months. Thermals will be exchanged if worn or damaged.

## II. ANNOUNCEMENTS

- A. All announcements regarding clothing/bedding exchange will be made by the Laundry Officer.
- B. Laundry exchange will be conducted daily at the Fire camp training area Monday-Friday. Sheet, towel exchange will take place at PDC-East facility Friday PM Shift. Blanket exchange will take place on the first Friday of each month on Day Shift.
- C. For Daily laundry exchange, the Inmates will line up outside of Barrack 20 in barrack order for laundry exchange.

## III. PROCEDURE TO SEARCH FOR EXCESS CLOTHING

- A. During laundry exchange and on a random basis, compound personnel may elect to conduct a barrack search in the presence of a Senior Deputy or a sergeant.
- B. This procedure then allows personnel to walk down the center aisle and visually inspect each bunk for excess items. The purpose of this procedure is to prevent inmates from accumulating county linen and clothing, which in turn will eliminate the odors and fire hazards of dirty laundry.
- C. Upon completion of the search, a Custody Facility Search Report is completed. The search report will show the location, the reference number, who was present for the search, the time, items recovered, and contraband found. The search report is submitted to the Camp Sergeant for review and signature.

## IV. MATTRESSES

- A. Upon entry to the facility, each inmate will receive two serviceable mattresses stored inside the processing barrack.

## V. LAUNDRY MANAGEMENT

- A. The laundry officer will prepare a report each Friday containing the inventory of clean items in stock. The report will also indicate the amount and type of clothing, linen, and bedding

anticipated to meet the next week's needs. The facility commander shall have the report faxed to the laundry administrator.

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## • • Barbershop Operation #0014

### **PURPOSE OF ORDER:**

To establish procedures for the operation of the Fire Camp Training Unit/PDC-East Facility inmate barbering services.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Fire Camp Training Unit/PDC-East Facility.

### **ORDER:**

Barbering services are offered to all Fire Camp Training inmates five days a week on PM shift. A skilled barber is not normally assigned to the Fire Camp Training Facility. Inmates are allowed to cut their own hair, or cut by one of the other inmates. Two complete sets of barbering tools (clippers, blade guards, combs), with appropriate cleaning and sanitary supplies (brushes, drape, neck strips, spray, Mar-v-cide), are available to be checked out from the Fire Camp Training office (Barrack 20).

Barbering is done in the barracks, on the tile area in the bathroom. All hair is to be immediately swept and disposed of. All barbering tools are to be cleaned thoroughly and checked back in the Inmate Fire Training Facility office.

Barbering services are also offered at East Facility on weekends and holidays in the East Facility Barber Shop, time, and staff permitting.

All tools (Hair clippers, blades, guards, combs, etc.), shall be cleaned in the following manner:

- All hair shall be removed from the tools with a brush.
- The tools shall be rinsed with running water.
- The tools shall be sprayed with Mar-v-cide (solution of two ounces diluted in one gallon of water) and allowed to air dry for a minimum of ten minutes.
- When dry, tools shall be lubricated with appropriate lubrication to ensure proper operation.

Inmate Services personnel will coordinate the ordering of barber supplies between the facility, private vendors, and the Inmate Services Unit. Inmate Services will be responsible for the supply inventory. Barbers are classified as inmate workers and do NOT earn income for inmate haircuts.

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## • • No Cell Phones #0015



**PURPOSE OF ORDER:**

To establish policy prohibiting the possession of wireless communication devices in secured areas.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at the Fire Camp Training Unit/PDC-East Facility.

**ORDER:**

All cell phones shall be secured in the assigned dedicated cell phone lockers located in the main hallway at East Facility, personal lockers at East Facility, Fire Camp Building "B" lockers, or secured cell phone lockers outside the Fire Camp Training compound gate.

Possession of a wireless communication device, including, but not limited to, a cellular telephone, voice over internet protocol (VOIP) phone, or wireless internet device, in a secured area, is prohibited.

Per 4575 (a) P.C., any person in a local correctional facility who possesses a wireless communication device, including, but not limited to, a cellular telephone, pager, or wireless Internet device, who is not authorized to possess that item, is guilty of a misdemeanor, punishable by a fine of not more than one thousand dollars (1,000).

A correctional facility is defined as any secured facility, station jail, and court lock-up.

PDC-East Facility and the Fire Camp Training Compound are considered correctional facilities.

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• • **On-Duty Gym Use #0016**

**PURPOSE OF ORDER:**

To establish the policy on personal fitness while on duty.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at the Fire Camp Training Unit/PDC-East Facility.

**ORDER:**

**Working out on duty is prohibited per Custody Division Headquarters until further notice.** This policy does not prohibit nor preclude Fire Camp personnel from their duties of providing security and supervision during the daily training hikes with the inmate crews.

The gym is available for use by "off-duty" personnel only. The gym shall not be used during on-duty hours.

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It shall be the responsibility of personnel utilizing the gym to keep it clean and in good working order. To use the gym facility, personnel must maintain an annual membership that is in good standing. Non-member personnel may not use the gym facility without prior approval from the gym coordinator.

Available gyms for use by department personnel at Pitchess Detention Center are the "Shayne York Memorial Gym" near PDC-East Facility, the "Old Road Gym" at PDC-South, and the "Bad Water Gym" at PDC-NCCF. Membership inquiries should be directed to the gym coordinator at each facility.

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## • • Overtime Hiring Policy #0017

### **PURPOSE OF ORDER:**

The purpose of this order is to establish policies regarding the hiring of all personnel for overtime.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to the Fire Camp Training Unit.

### **ORDER: HIRING OF PERSONNEL FOR OVERTIME:**

The Fire Camp Operations Sergeant is responsible for hiring all pre-scheduled overtime. The criteria for hiring is: the person with the least amount of overtime for that month is to be hired. If two or more persons have the same amount of overtime for that month, the secondary determining factor will be seniority. The hiring of personnel must be in line with the provisions of MPP, 3-02/010.15 WORK SCHEDULES with exceptions at the discretion of the on-duty watch commander.

Personnel may not give away an overtime position. If personnel are unable to work the overtime shift, the scheduling office or the on-duty Camp Sergeant should be notified. Either scheduling staff or the on-duty Camp Sergeant will designate alternative personnel to fill the open position.

The watch commander may deviate from this policy at their discretion.

### **HIRING OF SERGEANTS AND LIEUTENANTS FOR OVERTIME:**

The Camp Sergeant, with the approval of the Unit Commander, is responsible for hiring all pre-scheduled overtime of sergeant and lieutenants. The criteria for hiring is, the person with the least amount of overtime for that month is to be hired. If two or more persons have the same amount of overtime for that month, the secondary determining factor will be Department seniority.

The hiring of sergeants and lieutenants for unscheduled vacancies lies with the watch commander, using the above-listed criteria as a guideline.

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## • • Key Control Procedures #0018

### **PURPOSE OF ORDER:**

This order establishes policy and guidelines for the issuance and control of keys at the Fire Camp Training Unit and PDC-East Facility.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to the Fire Camp Training Unit and working at PDC-East Facility.

**ORDER:**

FIRE CAMP KEY ISSUE TO CUSTODY ASSISTANTS/DEPUTIES

[REDACTED TEXT]

FIRE CAMP KEY ISSUE TO LIEUTENANTS AND SERGEANTS

[REDACTED TEXT]

FIRE CAMP MAINTENANCE KEY RINGS

[REDACTED TEXT]

EAST FACILITY DAILY KEY ISSUE

[REDACTED TEXT]

FIRE CAMP PERIMETER KEYS

[REDACTED TEXT]

FIRE CAMP/PACE VEHICLE KEYS

[REDACTED TEXT]

**All personnel shall maintain personal possession of their keys at all times.**

**At no time, will one employee give his/her keys to another employee to hold while they leave the fire camp for a lunch break.**

**Personnel shall not give facility or vehicle keys to inmates for the sake of convenience.**

LOCK AND KEY MAINTENANCE

All compound locks shall be inspected on a daily basis and serviced on a bi-yearly basis. All locks found to be malfunctioning or "sticking" shall immediately be reported to the Main Control and maintenance personnel for repair.

If a key becomes inoperable, Main Control shall be notified and a repair tag will be placed on the key block.

Main Control will then notify the maintenance coordinator and submit a repair order.

#### MISSING/LOST KEYS

Personnel shall, without delay, notify the Camp Sergeant of missing or lost key block(s). Additionally, the Camp Sergeant shall immediately advise the Watch Commander of the missing or lost keys.

[REDACTED TEXT]

If the missing key block cannot be found, and all reasonable efforts to locate it have been expended, the Watch Commander/Camp Sergeant shall prepare a memorandum indicating his/her attempts to locate it. The Watch Commander/Camp Sergeant shall also direct a member from the assigned shift on which the keys were discovered missing, to prepare a "Lost Property" report on an SH-R-49. The employee who was responsible for the missing key block shall prepare a detailed memorandum to the Watch Commander/Camp Sergeant.

#### CAMP SERGEANT KEY COLLATERAL

The Camp Sergeant for each shift has the collateral duty of Key Control Sergeant. He will be responsible for inspecting and signing the Daily Key Log.

**NOTE: TO PREVENT A KEY FROM ACCIDENTALLY SLIDING OFF THE RING, ALL SECURITY KEY BLOCKS MUST BE SOLDERED SHUT.**

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### • • Public Tours #0019

#### **PURPOSE OF ORDER:**

To establish procedures for conducting routine public tours of the facility in order to foster public confidence by demonstrating the professionalism and dedication of Fire Camp personnel assigned to the Fire Camp Training Unit.

#### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Fire Camp Training Unit.

#### **ORDER:**

Public tours of the Fire Camp Training Facility shall be conducted in accordance with the guidelines and standards set forth in section 3-11/000.00 TOURS OF CUSTODY DIVISION FACILITIES of the Custody Division Manual.

The Camp Sergeant will be responsible for scheduling and conducting all routine public tours. Routine public tours at the Fire Camps shall be conducted on Tuesdays and Thursdays at 0930 hrs. If the Camp Sergeant is not available at the scheduled time, he/she will assign alternate personnel to conduct the tour.

Persons wishing to participate in a tour of the Fire Camps will be required to schedule that tour at least a week in advance. Those requesting a tour may schedule one by contacting the Camp Sergeant, Monday through Friday, during the AM shift. The Camp Sergeant will obtain the full name, birth date, and driver's license number of all persons requesting to tour the facility. Prior to the scheduled date of the tour, the Camp Sergeant will ensure a background record check has been made of every person requesting a tour, in order to identify any potential security risks.

Due to this facility having unsecured housing areas, routine public tours shall be limited to no more than five (5) individuals at a time.

Prior to persons being allowed into the facility for a scheduled tour, the following procedures shall be followed:

- A LASD Tour Agreement and Civil Claims Release form (SH-J-444) shall be completed, signed, and retained at the Fire Camps office until the tour is completed.
- The identification of the individual requesting to tour the facility shall be checked. This check is to ensure that the same individual whom a background check was done is the same person who is currently presenting themselves.
- All persons on the tour shall be escorted to the Fire Camps office and exchange their identification for a [REDACTED TEXT]
- Approval for all routine public tours shall be at the discretion of the on-duty Watch Commander/Camp Sergeant. The Department member giving the tour shall advise the on-duty Watch Commander/Camp Sergeant of the number of individuals requesting to tour the facility, and obtain approval prior to entering the facility and conducting the tour.

Routine public tours at the fire camps shall be conducted on Tuesdays and Thursdays at 0930hrs. The amount of time it takes to complete the tour will vary, based on the areas of the facility that are open and available. Generally, tours of the facility should last from 1 - 2 hours, with the following areas being shown:

- Administration
- Camp Office
- Inmate Housing (Civilians shall not be taken inside barracks while inmates are present).
- Inmate Dining Room / Kitchen
- Inmate Library
- Yard (Tours shall not be taken into the yard if inmates are present)
- Inmate Processing Area (Tours shall not be taken into the Inmate Processing Area during the processing of incoming/outgoing lines. The deputy presenting the tour shall ensure the area is clear prior to allowing tour participants to access or look into this area).
- Inmate Services / Barbershop
- Fire Camp Visiting Center

Public Tours will not be allowed access to, be shown, or advised of the following:

- [REDACTED TEXT]

At the conclusion of the tour, all individuals will return to the Fire Camp office, sign out of the visitor's log, and return all visitor passes. The Deputy escorting the tour will escort all participants to the Administration Briefing Room and will fill out any paperwork the participants may need. The escorting Deputy shall additionally

complete a LASD Fire Camp Public Tour Information Form (SH-J-443), utilizing a unit reference number, and submit the completed form to administration for input into the C.A.R.TS. system.

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## • • **Visitor Pass Procedures #0020**

**\*\*REFER PDC- EAST FACILITY ORDER UNTIL FURTHER NOTICE\*\***

### **PURPOSE OF ORDER:**

To establish guidelines for screening visitors, the issuance of various types of visitor passes, and the verification and tracking of person(s) entering this facility.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Fire Camps.

### **ORDER:**

All persons not assigned to the Fire Camps shall log in, be assigned, and display a Visitor Pass from the fire camp office, prior to being granted access onto the facility. This procedure allows for the accurate accounting of all persons in the facility should an emergency arise.

Fire Camp personnel shall contact every person wishing access to this facility and ascertain the reason they are requesting entry. If the person requesting access has a legitimate need to access the facility, Fire Camp personnel will obtain a valid, government-issued identification and have the requesting person(s) fill out either a PHR-101 (Visitor Registration Card) or a SH-J-9 (LASD - Special Inmate Visit Request form).

Fire camp personnel will check the [REDACTED TEXT]

All visitors should be screened (ie, warrant checks) to ensure they are not a security risk. If the person(s) are approved to access the facility, the Camp Sergeant shall issue one of the below listed Fire Camp visitor passes, based on the purpose of the visit.

- **[REDACTED TEXT]**

**Once a pass is issued, the person(s) being granted access shall be signed in on the Fire Camp Visitor Log. This form will list the pass number, time, date, the visitor's name (first and last), employee number, unit of assignment, and where the individual is going within the facility and for what purpose.**

**All visitors and civilian workers are required to sign in and out on the Visitor Log at the Fire Camp office.**

**Visitor(s) identification should not be returned until they have returned the visiting pass they were issued.**

### **Inventory of passes:**

All visiting passes shall be inventoried [REDACTED TEXT] Fire Camp personnel will maintain and account for all civilian visitor ID cards, valid forms of identification, and unassigned Fire Camp passes at the beginning and end of each shift.

If a pass should be lost or stolen, the Watch Commander/Camp Sergeant should be notified immediately and a memorandum prepared and submitted indicating the last known whereabouts of the pass and to whom it was issued. Prior to the re-issuance of the missing pass, every effort shall be made to find or recover it.

The EM Fire Camp crew shall be responsible for collecting all of the day's visiting request slips and submitting them along with the Fire Camp Visitor Log for filing.

**Visitor clearance:**

Visiting chaplains who enter the compound must be cleared through the Office of Religious Volunteer Services.

Visiting teachers and civilian workers are cleared by the Hacienda La Puente School District. [REDACTED TEXT] which is issued by Operations and maintained in the Fire Camp office.

Chaplains, teachers, and civilian workers who are cleared may trade their personal identification at the Fire Camp office for [REDACTED TEXT]

Any other civilian visitors, approved to enter the facility, must be escorted at all times.

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• • **Armory #0021**

**\*\*REFER PDC- EAST FACILITY ORDER UNTIL FURTHER NOTICE\*\***

**PURPOSE OF ORDER:**

This order establishes policy and guidelines for the regular maintenance, inspection and control of the emergency response equipment at the Fire Camps. Additionally, it should serve to ensure that this equipment is fully accounted for and maintained in proper working condition.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to the Fire Camps.

**ORDER:**

The Camp Sergeant shall be responsible for a monthly inventory and inspection of the emergency response equipment. [REDACTED TEXT]

The Camp Sergeant shall prepare a monthly inventory and inspection report and forward a copy of the report to the Camp Lieutenant.

[REDACTED TEXT]

No personnel are allowed in the armory without the Fire Camp Watch Commander/Camp Sergeant's approval.

No departmental supply requests shall be submitted for armory items without the approval of the Armory Lieutenant.

[REDACTED TEXT] shall be used for training without the approval of the Watch Lieutenant/Camp Sergeant.

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## • • Vehicle Maintenance #0022

### PURPOSE OF ORDER:

The purpose of this order is to establish policy and procedure for the proper maintenance and mileage reporting for Fire Camp Training Unit/ PDC-East Facility vehicles.

### SCOPE OF ORDER:

This order applies to all personnel assigned to Fire Camp Training Unit/PDC-East Facility.

### ORDER:

#### Vehicle Condition and Cleanliness

On a weekly basis, all Fire Camp Training Unit vehicles will be washed by the Fire Camp/PACE crew inmates at least once a week, and the vehicles will be inspected by the Fire Camp Sergeant or assigned custody assistant (CA). The inspection and condition of the vehicles will be noted in an online log.

#### Vehicle Mileage Records

The assigned CA shall obtain mileage from each vehicle assigned to Fire Camp on a monthly basis. Information shall include the previous month's mileage, current mileage, and the number of miles driven. This information shall then be placed in the Fire Camp Vehicle log.

#### Vehicle Maintenance

The assigned CA shall coordinate vehicle maintenance with the Pitchess Detention Center vehicle maintenance garage and Fleet Management. They shall keep a detailed log of dates due for service, when the vehicle was dropped off, and the type of service/repair. The CA shall also coordinate the return of the vehicles, and any loaner or replacement vehicles needed. The CA will keep the operations sergeant apprised of any extended services and vehicles in need of replacement or repair.



### Vehicle Fire Extinguisher

Each vehicle shall be equipped with a fire extinguisher at all times, as per Department policy, MPP 3-06/090.00 FIRE EXTINGUISHER EQUIPMENT. Each fire extinguisher shall be inspected annually per Department policy, MPP 3-06/090.05 MAINTENANCE OF FIRE EXTINGUISHERS. Fire Camp personnel will coordinate an inspection of the fire extinguisher with the Fire Camp Watch Commander/Camp Sergeant.

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### • • Non-Employee Injury Reporting #0023

#### PURPOSE OF ORDER:

The purpose of this order is to establish procedures to be followed by Fire Camp Training Unit personnel in the event a non-employee is injured while on County property.

#### SCOPE OF ORDER:

This order applies to all personnel assigned to the Fire Camp Training Facility.

#### ORDER:

When a non-employee is injured while in the confines of the Fire Camp Training Facility, the injury will be reported on the Department Complaint Report (SH-R-49) and Non-employee Injury Report (SH-A-668).

The Non-employee Injury Report will be referred to in the body of the SH-R-49 by stating "see SH-A-668 attached." A copy of SH-A-668 will be attached to the original Complaint Report, which will be turned into the Camp Sergeant. A log entry will be made by Inmate Fire Training Facility personnel.

The secretaries will distribute copies in accordance with existing instructions.

**Note:** In the event of serious injury or fatality, the Watch Commander/Camp Sergeant will notify at once:

**CARL WARREN & COMPANY**

**P.O. Box 116**

**Glendale, CA 91209-0116**

**PHONE: (818) 247-2206**

**(Address and telephone number verified as current as of 2/16/2010)**

### INJURIES OF CIVILIAN INMATE VISITORS WHILE ON INMATE FIRE TRAINING FACILITY PROPERTY

In instances where civilian visitors allege they sustained an injury while on Inmate Fire Training Facility property, the Camp Sergeant will ensure that their statements/injuries are recorded on videotape.

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## • • Employee Man Down #0024

### PURPOSE OF ORDER:

To establish policy and guidelines for personnel responding to employees injured/man down on duty.

### SCOPE OF ORDER:

This order applies to all personnel assigned to the Fire Camp Training Unit/PDC-East Facility.

### ORDER:

When it comes to the attention of personnel that there is an ill or injured employee who needs immediate medical aid, the following procedure shall be followed:

1. Personnel shall notify Main Control that there is an employee down, and give the employee's sex, age, and medical issue.
2. Main Control shall call 9-1-1 and request paramedics and an ambulance to the location.
3. Main Control shall notify South Facility Desk Operations of the emergency, and request an "Adam" unit escort the emergency vehicles to the location of the incident.
4. If the incident location is in the field on PDC property (hiking trails), on-scene personnel shall contact the South Facility Desk immediately via radio, on the PDC South main channel 10, and request aid and assistance.
5. On-scene personnel shall render immediate first aid/lifesaving measures until relieved by emergency medical services.
6. On-scene personnel shall survey the situation, and request assistance from South Facility (primary) or NCCF (secondary) if needed, via Fire Camp/East Main Control.
7. The Fire Camp/East on-duty supervisor shall respond to the scene, and accompany the injured/ill employee to the hospital. If no supervisor is on-duty, Main Control shall notify South (primary) or NCCF (secondary) of the emergency and request a supervisor respond.
8. If no unit supervisors are on duty, the on-scene supervisor shall notify the Fire Camp Lieutenant or Operations Sergeant at home of the incident.

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## • • Trash Pickup #0025

### PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for facility cleanliness and trash pickup on a routine basis.

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**SCOPE OF ORDER:**

This order applies to all personnel assigned to Fire Camp Training Unit/PDC-East Facility security, utility clean up, kitchen and work crew personnel, and PDC Motor Pool Truck Drivers.

**ORDER:**

**COMPOUND TRASH**

Deputies are responsible for ensuring that the dorm/barrack trustees have collected all trash from inside the dorms/barracks and all trash from the outside area. The trash is to be pre-sorted and separated for recycling as a standard operating procedure, when practical.

At the Fire Training Facility, the trash shall be fully sorted by Fire Camp inmates into the separate blue recycling containers for daily pick up by the PDC recycling crew.

After the morning count, utility work crew inmates will place [REDACTED TEXT]

**ADMINISTRATION TRASH**

The maintenance crew will be responsible for cleaning up the operations/administration area offices each morning and removing the trash. The trash will be placed in the large compound cans and placed outside the compound gate for collection by the PDC trash collection crew.

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**• • PDC Fire Camp Visiting #0026 - RESCINDED**

**\*\*ORDER IS RESCINDED UNTIL FURTHER NOTICE. ALL FIRE CAMP VISITING IS CONDUCTED AT PDC-EAST FACILITY. REFER TO EAST UNIT ORDERS.\*\***

**PURPOSE OF ORDER**

To establish rules and procedures for contact visiting at the Inmate Fire Training Facility.

**SCOPE OF ORDER**

This order shall apply to all personnel assigned to or working in any capacity at the Inmate Fire Training Facility.

**ORDER**

Nothing in this order will supersede procedures set forth in the above referenced Field Operations Directive and Custody Division Manual.

**CAMP SERGEANTS RESPONSIBILITY**

The Camp Sergeant shall insure the following minimum standards are maintained.

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## **VISITING DEPUTY DUTIES**

1. Supervises visiting operations.
2. Maintains the visiting log.
3. Monitors and supervises visitors and inmates.
4. Submits maintenance and supply requests for the visiting center.
5. Assists in all visiting operations as needed.
6. Supervise inmate workers during cleanup of visiting area each day.

## **CAMP STAFF/VISITING DEPUTY RESPONSIBILITY**

Camp staff shall conduct searches of all inmates and their property to insure he is wearing the proper clothing and taking only authorized property to the visiting center. Each inmate shall be searched in the Inmate Fire Training Facility processing area upon returning from the visiting area for possession of contraband.

## **CONTRABAND CONTROL**

The control of the flow of contraband (narcotics, weapons, tobacco) into the Fire Camp and South Facility is paramount. During a pilot program from July 2012 to January 2013, JIU discovered that narcotics and tobacco were being smuggled into the Fire Camp and South Facility via contact visits. The following protocols shall be followed to ensure the safety and security of Pitchess Detention Center remains intact:

1. Three deputies shall be assigned to the Fire Camp Compound on visiting days, and one of them shall be present in the visiting area at all times.
2. Staff restroom and meal breaks shall require proper relief.
3. No food or beverages will be allowed, except for sealed water bottles.
4. No purses or any other bags are allowed.
5. The visiting "trustee" shall not be allowed back on the compound until visiting has ended and he has been searched.
6. The visiting deputy shall search the grounds and portable restrooms daily after visiting, and seal any and all trash bags before inmate workers haul them to the trash area outside the compound.
7. [REDACTED TEXT]
8. A female deputy shall be assigned to the Main Gate Visitor's Center on all visiting days, and physically search all-female Fire Camp visitors.

## **PDC FIRE CAMP VISITING AREA**

The visiting area shall be in the Upper Ranch Compound, on the south lawn and picnic tables next to the chapel. At no time shall the visiting be permitted behind closed doors, in vehicles, etc. Portable restrooms will be provided for visitors. Inmates will not be allowed to use the visitor's portable restrooms. Inmates must use the separate portable restrooms by the Fire Training classroom. All inmates will be searched prior to entry back into the compound.

## **NUMBER OF VISITING SESSIONS**

Visiting shall be conducted on Saturday and Sunday only. Inmates will be allowed ONE two hour contact visit per weekend (Saturday or Sunday) due to staffing and facility constraints.

## **LENGTH OF VISITING SESSIONS**

Visiting sessions shall not be limited to less than 1/2 hour or more than two hours duration, and shall not extend beyond the normal visiting hours. Every effort will be given to ensure a full two-hour visit per inmate. However, depending on the number of visitors and space available, visits may be terminated after 1/2 hour.

## **VISITING HOURS**

Normal visiting hours shall be between 0800 and 1430 hours. When necessary, the Camp staff may order a change in visiting hours for reasons including, but not limited to: weather, daylight saving time, emergency call outs, etc.

## **INMATE VISIT REQUEST**

All contact visits shall be conducted by appointment only and must be requested online by the visitor. Any visitor who arrives at the front visiting area and does not have prior approval shall be denied a contact visit, and the visit must take place at the PDC South Facility visiting area. Before any visitor can request a contact visit, the inmate must provide camp staff with the following information at least three days prior to visiting day to be added to the approved visitor contact list.

- The full legal names of all parties who will be attending the visit.
- Type and number of their identification information i.e.: CDL number, state identification number, etc.
- Phone number where the visitor can be contacted in case of visit cancellation.
- Visitors must follow all visiting rules set forth in CDM 5-10/020.00 VISITOR IDENTIFICATION. For detailed information, they may visit [www.lasd.org](http://www.lasd.org) or call (213) 473-6080.

## **VISITOR PROCEDURES AND PROCESSING AT THE INMATE FIRE TRAINING FACILITY**

- Visitors having been cleared, processed and sent to the Inmate Fire Training Facility from the Dr. Elmer T. Jaffe Visiting Center, will be dropped off at the Upper Ranch Compound gate, and proceed to the chapel. The visiting process shall be conducted in the following manner:
- Visitors will report to the chapel, and present the visiting pass, issued to them at the Main Gate Visiting Center, to the Fire Camp visiting officer. The visiting officer will check the pass against the pre-approved visiting list.
- Visitors will be seated at one of the picnic tables provided on the chapel lawn.
- Inmates receiving visits will report to the chapel and check in with visiting officer.
- After an inmate checks in, he will be seated at the picnic table with his visitors.

- The visiting officer will note the time on the visiting log sheet and begin timing the visit.
- At the end of the designated visiting time, visiting personnel will announce to visitors their visiting time has expired.
- All inmates will immediately be instructed to leave the visiting area and return to the compound.
- Visitors will exit the visiting area and wait near the Upper Ranch Compound gate to board the next available bus returning to the Main Gate.

#### **INMATE FIRE TRAINING FACILITY VISITING RULES**

- Up to five visitors total (three adults total plus small children. Teens count as adult visitors) will be allowed. Infants being carried in a carrier do not count as visitors. The number of visitors at any one session shall be determined by facility accommodations as determined by the Camp staff. However, the number of visitors shall not be limited to just one.
- Inappropriate clothing (revealing cleavage, short skirts, gang attire, profane or drug culture slogans and images) are prohibited, and will result in the visit being cancelled or terminated.
- Inappropriate touching shall be deemed anything other than hand holding, or brief hugs and kisses hello and goodbye. Prolonged embraces or touching of genitals by either party shall be grounds for termination of the visit or discipline.
- Cutting in line at ANY point of the registration and/or visiting process may result in the requested visit, or future visiting privileges, being denied.
- Juveniles (children 17 years of age and under) must be accompanied by their parent(s) or a legal guardian. Absent a legal guardian or parent, they must have a notarized letter from their parent/legal guardian indicating whom they are allowed to visit and be in the company of an adult in order to visit an inmate.
- Visitors under eighteen years of age, and married to an inmate, are considered emancipated and do not have to be with an adult. However, proof of the marriage and proper identification is needed.
- Visitors will not go near the fences at either end of the visiting area or wander around the Upper Compound.
- Children must be under the constant supervision of an adult, at all times. If children are found unsupervised, this may result in the termination of the responsible adults visit.
- Children will not be allowed to run around or behave in a manner that disrupts other visitors, or distracts visiting personnel from their duties.
- No tobacco products of any kind are allowed inside or outside the visiting area.
- No purses or bags of any kind are allowed, except for infant diaper bags which will be searched.
- Food or drinks are prohibited, except for sealed bottles of water.
- Cell phones or cameras are prohibited.
- Any violation of the rules and regulations may result in the termination of the visit and the visitor being placed on the first available bus back to the Main Gate.
- Any unsatisfied visitor wishing to speak with a supervisor shall be immediately directed to the on-duty Sergeant. Any deviation from the entry guidelines must be approved by a Sergeant or above.

## **FIRE DEPARTMENT EMERGENCY DURING VISITING**

In the case where the Fire Department is requested for an emergency response and that response would include the inmate work crews, visiting may be suspended for that day. All inmates will be counted and return to their bunks for assignments. However, if at the discretion of the Camp Sergeant, depending on the number of inmates needed for the response, some visiting may continue.

## **LEGAL VISITS**

Inmates may receive legal visits from attorneys or authorized representatives/investigators at PDC-South Facility.

## **INMATE MARRIAGES**

Inmate Marriages shall not be conducted at the Inmate Fire Training Facility. Any inmate requesting to be married while in the custody of the Sheriff's Department shall be transferred to a proper custody facility.

## **PSYCHIATRIC VISITING**

Any inmate with a court ordered or "one time" or any other type Psychiatric visit or any staff member suspects the inmate is in need of a Psychiatric visit/evaluation for any reason, that inmate shall be immediately transferred to a proper custody facility for evaluation.

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## **• • Storage of Flammable Materials #0027**

### **PURPOSE OF ORDER:**

This order establishes policies and procedures for the storage of flammable materials.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to the Inmate Fire Training/East Facility.

### **ORDER:**

Flammable materials include paint, thinner, wood stains, fuels, and corrosive liquids. It is imperative that any materials with the potential to ignite due to combustion be stored in a properly ventilated area. [REDACTED TEXT] has been designated as the flammable material storage areas for those supplies used by unit personnel.

Personnel who discover any flammable liquids improperly stored shall notify the Camp Sergeant, who will respond and ensure the substance is moved to the designated storage area.

## • • Personal Care items and Supplies for Inmates #0028

The following general guidelines have been established for the distribution of personal care and hygiene items to inmates in accordance with Title 15, Minimum Standards for Local Detention Facilities, section 1265, "Issue of Personal Care Items."

All inmates, at the time of booking into a custody facility, receive an "Admissions Kit," which includes the below-listed items. Additionally, all inmates, regardless of their length of time within a custody facility, who are unable to supply themselves with the following personal care items, because of either indigence or the absence of an inmate canteen, shall be issued:

- Toothbrush
- Toothpaste
- Soap
- Comb
- Shaving implements
- Deodorant
- Shampoo
- Stationery
- Postage stamps
- Pencil
- Envelope

If an inmate needs an item, i.e., pencil, stationery, deodorant, toothbrush, etc. and commissary is not available, the inmate will be provided the needed item from the facility's bulk supply until the next scheduled commissary. Bulk items are available to facilities through Inmate Services.

### Indigent Inmates

Inmates who are indigent and unable to supply themselves with personal care items may select the "Indigent Kit," which includes the same articles as the "Admissions kit," at the time of their commissary order. If the inmate has less money than the price of the kit, the kit will be provided at no charge to the inmate.

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## • • Handcuff and Restraint Cleaning #0029

### PURPOSE OF ORDER:

To establish procedures for cleaning and disinfecting handcuffs and waist chains at the Fire Camp Training Unit.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to or working in any capacity at the Fire Camp



**Training Unit/PDC-East Facility.**

**ORDER:**

Facility inspections are required daily and weekly to ensure maintenance and cleanliness. Inspections and required cleaning shall be conducted in a manner that demonstrates compliance with Division, Department of Public Health, Cal/OSHA, Board of Corrections, and Title 15 standards.

Each member of the Inmate Fire Training Facility staff shall be responsible for the cleaning /disinfection of handcuffs and waist chains immediately after their use. The cleaning/disinfection process shall be enforced by the shift supervision, with documentation placed into the Title 15 book.

The supervisor on shift shall ensure the procurement, supply, and maintenance of a Pathogen Cleaning Product. The product must state multiple pathogen kill, including MRSA, for compliance. Compliant Pathogen Cleaning Products available and stocked for use in the Fire Camp are Maintex "Turbo Kill" and Maintex "Citra Cide." Both products are available for order when depleted from the PDC South Warehouse order book.

Maintex "Turbo Kill" is a ready to use disinfectant liquid product (spray on and wipe off 2 minutes later). Maintex "Citra Cide" is a liquid product that is diluted in water at a ratio of two ounces per gallon, and may be dispensed from a spray bottle or bucket.

The appropriate method for cleaning and disinfecting the handcuffs and waist chains is to spray the product on to the surfaces of the handcuffs and waist chains and allow to air dry for ten minutes. The handcuffs or waist chains, when dry, may then be treated with appropriate lubrication products to ensure proper operation and rustproofing.

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• • **Inmate Injury #0030**

**PURPOSE OF ORDER:**

This order establishes the policy and guidelines for Fire Camp/P.A.C.E. deputies during a medical "man down" emergency off the facility.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to or working in any capacity performing duties on Fire Camp/P.A.C.E. work crews off the facility.

**ORDER:**

Nothing in this order will supersede procedures set forth in the above referenced Custody Division Manual. When it comes to the attention of a Fire Camp deputy that there is an ill or injured inmate who needs emergency medical aid and transportation to a hospital, the following procedure shall be followed:

**1. [REDACTED TEXT]**

Deputies may request assistance/back-up from the nearest Sheriff's Station/Parks Bureau, or local law enforcement agency, to supervise remaining inmates until additional Fire Camp deputies from PDC can respond.

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**• • Sick Call # 0031**

**PURPOSE OF ORDER:**

This order establishes policy and guidelines for operating an efficient pill call, sick call, and doctor's line.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to the Fire Camp Training Unit/PDC-East Facility.

**ORDER:**

**PILL CALL:**

Inmates on pill call are not eligible for Fire Camp.

**SELF-MEDICATIONS:**

Inmates prescribed short courses of self-medication for minor illnesses are eligible for and may remain in Fire Camp.

**SICK CALL / NURSE CLINIC:**

All inmates shall have access to immediate medical attention for emergent, life-threatening situations and/or potentially infectious conditions (i.e., MRSA). For all other medical situations, inmates shall be allowed to sign up for "Sick Call / Nurse Clinic" (the terms "sick call" and "nurse clinic" are synonymous) on a daily basis, Monday through Friday. The following procedure shall be followed in allowing inmates to sign up for and be seen at Sick Call:

- [REDACTED TEXT]
- After allowing inmates adequate time to sign up for sick call, PM shift personnel will collect all of the sign-up sheets and deliver them to Main Control for the EM shift Main Control Officer to collect and process.
- The EM shift Main Control Officer will make one copy of every sign up sheet and make the original and the copies available for the day shift Clinic Officer.
- AM shift personnel will pick up the original sign-up sheets and the copies. The originals will be given to the South Facility nursing staff and the copies will be kept by the Clinic Officer(s). When the nursing staff has advised they are ready for sick call, the Clinic Deputy will advise

the Fire Camp to bring every inmate who signed up for sick call to the infirmary to be seen. The Clinic Deputy will note on his copy of the sign-up sheet, whether the inmate was seen, and if not, document why.

- Once all of the Fire Camp inmates have been examined by the nursing staff, the Clinic Deputy shall advise the Fire Camp staff that the inmates are ready for pick up.

#### **DOCTOR'S LINE:**

Doctor's line will occur on Monday through Friday. Inmates may request to see a doctor at sick call. If the nursing staff determines that the inmate requires a doctor's attention, he will be informed of his appointment and instructed to return to his barrack. A doctor's line list will be given to the Clinic Officer(s) to inform all inmates with appointments to report to the clinic. The doctor's line will be supervised by the Clinic Officer(s) to ensure all inmates report as scheduled.

#### **DENTAL LINE:**

Dental line will occur on Monday through Friday. Inmates will follow the same procedures as described for doctor's line to arrange for dental appointments.

#### **PSYCHIATRIC CARE:**

All inmates who require psychiatric care will be processed per Custody Division policy, refer to CDM 4-05/000.00

Any immediate, concerning, psychiatric issues shall be addressed by documenting the concerning behavior on an Inmate Mental Observation Report and escorting the inmate to the clinic for evaluation. An immediate notification to the Watch Sergeant shall be required for any inmate who requires a Mental Observation Report and evaluation.

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### **• • Lockdown Procedures #0032**

#### **PURPOSE OF ORDER:**

This order establishes policy and guidelines for the orderly lockdown procedure of Fire Camp Training/East Facility.

#### **SCOPE OF ORDER:**

This order applies to all personnel assigned to Fire Camp Training/East Facility.

#### **ORDER:**

The purpose and scope of a lockdown is defined in the Custody Division Manual section 4-01/030.00, which in part states:

A facility lockdown is a temporary security status that maximizes control of a facility by isolating/limiting inmate movement. Normal operations are suspended and routine activities are halted. A lockdown may affect a specific area or an entire facility. The purpose of a lockdown is to immediately secure inmates and to control the affected area of the facility. The primary concern of a lockdown is the preservation of life/property and the prevention of an escape.

Any Deputy/Officer can request a "lockdown" of the facility, should the need arise. Reasons for requesting a lockdown include, but are not limited to: a major disturbance or riot, escape, a "miss out," power failure, or any unusual occurrence.

When requesting a "lock-down," the requesting Officer will notify the Desk via radio or telephone of the reason(s) for the requested lockdown. The Watch Deputy will:

- a. Immediately initiate lockdown procedures.
- b. Notify the Watch Sergeant.
- c. Account for all civilian personnel and visitors and have them escorted out of the compound.

Facility staff will have all inmates return back inside their proper dorms, on their respective bunks. If a count is needed, they will prepare each dorm for count.

During a lockdown, all inmates at the Training Camp will be sent back to their assigned barracks. If inmates are out on a training hike or PDC work detail, personnel shall immediately conduct a count of their assigned inmates, call in their count to East Main Control, and return to the Fire Training Camp.

### **MODIFIED LOCKDOWN**

A modified lockdown is a temporary security status that requires *securing* a specific area, or the entire facility, so that inmate movement and facility access are limited. However, normal operations for those areas unaffected may be continued.

During a modified lockdown, all inmates within affected areas shall be secured. No inmates shall be allowed to move within, into, or out of affected areas unless escorted by custody personnel.

Continuation of any inmate instructional, recreational, feeding, working, medical, and/or other activities within affected areas is at the discretion of the watch commander on a per-incident basis

If at a later point, the initial lockdown request is determined to have been unnecessary, this entire procedure shall be considered to have been a drill and be treated as such.

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## **• • Inmate Count #0033**

**PURPOSE OF ORDER:**

This order establishes policy and guidelines for the counting of inmates at Fire Camp Training/East Facility. Due to the large number of inmate workers who are taken outside of security, it is imperative that accurate counts are conducted and maintained on a frequent basis. Personnel assigned to monitor and log the counts must be diligent in order to prevent escapes as well as be able to quickly assess if one has occurred.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to Fire Camp Training/East Facility.

**ORDER:**

**I. COUNT FREQUENCY AND TIMES**

**A. [REDACTED TEXT]**

- The personnel assigned to the dorm and compound security will be responsible for counting the inmates assigned to that dorm/compound.
- 1. Both the Compound Officer and the Prowler shall make independent counts of all inmates housed in their compound.
- 2. Compound personnel shall compare their counts prior to advising the desk of their count. If there is a discrepancy between the two counts, both officers shall recount the inmates assigned to the barrack.

**II. TYPES OF COUNTS:**

**A. When the inmates are at the Fire Training Camp, personnel will conduct "Outside Counts":**

1. Desk personnel will advise all compound personnel via the radio that they are going to announce that it is time for count.
  - a. Desk personnel will announce to all inmates that it is count time and will advise them of the following:
    1. All inmates will be outside of the barracks.
    2. Inmates will line up in rows of five.
    3. Inmates will face the barracks.
    4. No eating, talking or moving about during count.
  - b. All inmates will exit their barracks and line up for count in rows that are five deep. Inmates will stand on the lines that are painted on the ground in front of the barrack.
  - c. Officers will prowl around during this time and make sure all inmates are out of the barrack and are lined up properly, and then count the rows of each barrack.

- d. Compound personnel will contact East Facility Main Control and relay their counts.
- 2. If a dorm/barrack count does not clear, the dorm/compound officer will:
  - a. Recount the line.
  - b. Check inside the dorm/barrack for any inmates.
- 3. If the second count does not clear, the Desk shall:
  - a. Recheck any out-of-counts.
  - b. Check all movement records.
- B. [REDACTED TEXT]
- C. Prior to the wristband count, the East Main Control will make copies of the barrack purges, separate them by dorm, make adjustments for the out-of-counts on the purges, and distribute them to their respective dorm officers.
- D. After the purges have been distributed by the Desk, the dorm/compound officers will conduct a wristband count. Personnel shall compare the name and booking number of each inmate's wristband to that on the barrack purge. Discrepancies should be noted and corrected immediately upon completion of all wristband checks in the officers' assigned compound.
- E. Wristbands shall also be examined for legibility, proper fit, and for signs of fraying or tampering by touching and tugging on the wristband. In the event a wristband is found to be damaged, illegible or missing, the inmate shall be removed from his housing area and kept away from all other inmates, until he has been positively identified and has received a new wristband.

Inmates needing to be positively identified through Livescan fingerprinting shall be escorted to the PDC-South Inmate Processing Area where IPA personnel will take their prints and obtain a positive identification, prior to a new wristband being issued and attached.

- 5. The dorm/compound officer will then call in his/her count to the Desk for clearance.

### **III. COUNT DISCREPANCIES**

It is imperative that compounds maintain an accurate tally of in and out of count inmates in the Unit Daily Activity Log and Facility Log. These entries shall reflect a detailed description of all inmate movement into and out of each barrack. If a dorm/barrack's count and out of count totals do not match with the East Facility Main Control, the Line Sergeant shall immediately be notified and a review of the UDAL shall be conducted to ascertain the discrepancy.

Once the discrepancy has been identified, an explanation shall be made in the UDAL and the count corrected. Under no circumstances will a count correction be made unless the discrepancy is positively identified and the Sergeant concurs.

The name of the Sergeant who was notified and approved the correction shall also be documented. Under no circumstances will personnel adjust the count of a compound or

barrack without notifying a Sergeant or above.

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## • • **Man Down Procedures - Inmates #0034**

### **PURPOSE OF ORDER:**

This order establishes the policy and guidelines for deputies, custody assistants, and medical personnel during a medical “man down” emergency at the Fire Camp Training Facility (Fire Camp).

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to Fire Camp/East Facility.

### **ORDER:**

When it comes to the attention of a deputy or custody assistant that there is an ill or injured inmate who needs immediate medical aid, the following procedure shall be followed:

1. Notify East Main Control of the situation, then contact PDC-South Facility Main Control via radio of your location; the sex, race, and age of the inmate; type of injury/illness; and whether conscious and breathing.
2. The South Facility Watch Deputy shall be responsible for calling 911 and requesting Fire Department paramedics when necessary.
3. The South Watch Deputy will ensure the Clinic Deputy heard the announcement and has notified the on-duty nurse.
4. The Clinic Deputy and/or an “Adam” Unit will escort the nurse to the ill inmate’s location and assist as requested and/or needed. If the location is in the field on PDC property, an “Adam” Unit will escort the nurse.
5. If the incident location is in the field on PDC property (hiking trails), on scene Fire Camp personnel shall contact the South Facility Desk immediately via radio, on the PDC South main channel 10, and request aid and assistance.
6. On-scene personnel shall render appropriate immediate first aid/lifesaving measures, including the use of CPR and Automated External Defibrillators (AED) as appropriate, until relieved by emergency medical services.
7. If the inmate is to be moved, any and all movement will be made under the direct supervision of the nurse or EMS personnel to reduce the possibility of causing further injury, unless exigent circumstances dictate.
8. On-scene personnel shall survey the situation, and request assistance from South Facility (primary) or NCCF (secondary) if needed, via Fire Camp/East Main Control.
9. If the inmate is emitting blood or other bodily fluids, an “AIDS Prevention Kit” shall be obtained from Medical Services PRIOR to handling the inmate.
10. If the inmate is transported to the hospital, one deputy shall follow the ambulance in a black and white Sheriff’s unit, and remain with the inmate until relieved by personnel from NCCF.

• • **Fire Camp Daily Operations #0035**

**PURPOSE OF ORDER:**

To establish guidelines regulating Fire Camp daily operations, and In-n-Out procedures. This order is to be followed Monday through Friday of each week.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to the Fire Camp Training Unit/PDC-East Facility.

**ORDER:**

Fire Camp inmates are housed at PDC-East Facility. Monday-Friday the inmates are escorted from PDC-East facility by Fire Camp staff. The Fire Camp staff walks the inmates to the Ranch IDR for Breakfast. After Breakfast, the inmates are walked by the Fire Camp staff to the Fire Camp Training Facility (Fire Camp). At the Fire Camp training facility, the inmates will start their training day, and the staff will supervise them in work details, physical conditioning, and Fire Department training.

**EM Shift**

[REDACTED TEXT]

- A. Desk personnel will prepare two (2) copies of a purge list (dorm housing list) for each dorm, where Fire Camp inmates are being housed. These copies will be provided to the dorm staff.

[REDACTED TEXT]

- A. [REDACTED TEXT]
- B. The Dorm Officer will be responsible to advise Main Control as to how many inmates will be leaving the facility (Out of Counts) and to log this activity into the UDAL.
- C. As each inmate exits the facility, the In-n-Out Deputy shall video record the inmate and require them to speak clearly, their last name and booking number.
- D. Breakfast- all Fire Camp Staff shall report to the Old IPA at 0700 to assist in escorting the Fire Camp inmates from PDC-East to the Ranch Inmate Dining Room (IDR) for a combination hot cereal (oatmeal or creamed wheat) and cold sack breakfast with coffee.
- E. Sick Call- all inmates requesting sick call shall be escorted to the PDC-South Facility clinic by Fire Camp staff.

**AM Shift**

[REDACTED TEXT]

**PM Shift**



[REDACTED TEXT]

- A. During routine operations, Fire Camp inmates will be returned to East Facility following the completion of Fire Camp PM inmate meal.
- B. Clothing exchange for Fire Camp inmates will be conducted daily, Monday through Friday of each week by the Fire Camp staff after the PM meal, and prior to returning to East Facility. IPA Deputies will refer to the Title 15 Schedule and collect on a weekly basis, all sheets and towels, and on a monthly basis, all blankets. These articles will be supplied to the inmate on the same day that they were collected when they return on the PM shift.
- C. Compound staff receiving Fire Camp inmates shall have them line up as a group in front of their assigned barrack in the count box. Compound staff will be responsible to maintain their counts and to log all appropriate activity into the UDAL's.
- D. Following the completion of IPA processing, Fire Camp personnel will return all the inmates to their housing location.

[REDACTED TEXT]

#### **Visiting Procedures**

- A. On all weekends and visiting holidays, Fire Camp inmates will receive visiting as outlined in Unit Order 5-15-010 (Inmate Visiting). In the event a Fire Camp inmate has a visitor on a visiting holiday and is out for work, the inmate will be escorted back to East Facility to receive that visit. All attorney visits will be done at East Facility, per East Unit Order 5-15-040. Fire Camp Staff will escort the inmates to East, and escort them back at the completion of the attorney visit.

#### **Inmate Meals**

See Fire Camp Unit Order

#### **Weekend Meals**

- A. On all weekends, Fire Camp inmates will remain at East Facility. Fire crew inmates will receive a sack breakfast, sack lunch, and a hot meal in accordance with general Title XV requirements (Inmate Meals).

#### **Fire Camp Inmates Scheduled for Court**

- A. EM desk personnel shall identify those inmates from Fire Camp who are summoned to court and shall advise the Inmate Processing Area Deputy(s) that they are to be changed out of their issued orange jumpsuits and dressed in a full blue jumpsuit, prior to being transferred to court.
- B. Upon the Fire Camp inmate(s) returning from court, desk personnel shall advise the IPA Deputy(s) that Fire Camp inmates are to be re-issued a full orange jumpsuit, prior to returning to their assigned compound.

## • • Handling of Ill or Injured Animals #0036

### **PURPOSE OF ORDER:**

Purpose of this order is to establish guidelines to ensure the humane treatment of captured or injured animals on the Pitchess Detention Center property.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to South Facility, specifically those assigned to Field Operations in a capacity in which they routinely deal with wild animals and rodents.

### **ORDER:**

Due to the abundance of wildlife inhabiting the open areas of the Pitchess Detention Center property, encounters with wild animals and rodents occur on a daily basis. Unfortunately, some of these creatures become destructive and need to be removed to protect our operation and others may be found injured or in distress. In many cases, these animals are territorial and cannot be relocated. The following rules shall be followed in order to protect and preserve these animals as much as possible and to protect our personnel and visitors from injury:

1. Personnel shall not torment, annoy, molest, or disturb any animal.
  2. Personnel shall not attempt to put an injured animal out of its misery by unusual methods such as stomping or throwing rocks at them. Animal Control personnel may be requested to assist in capturing the injured animal.
  3. Live traps may be used for problem animals with the approval of the Field Sergeant, Ranch Lieutenant, or the on-duty Watch Commander.
  4. Larger animals caught in live traps (squirrels, raccoons, and possums) shall be delivered to Animal Control officials where they will be humanely euthanized.
  5. Set traps must be checked every 24 hours, and the animals shall not be left in the traps where they will be exposed to the direct sun.
  6. It is recommended that anyone handling wild animals, particularly those that are sick or dead, should use gloves and treat the animal as if it were contaminated.
  7. Injured deer, bobcats, bears, and mountain lions should not be handled without notification of California Fish and Game via their Dispatch Center in San Bernardino at (951) 443-2944.
  8. Under no circumstances shall any Department member attempt to tame or keep any wild animal as a pet or feed any wild animal.
- Please note that Fish and Game Officials will not remove mountain lions from the Pitchess Detention Center based solely on the possible danger to humans.

These procedures do not preclude emergency situations when justified, that immediate positive police action is needed to protect persons and property.

If there are any questions concerning how to handle incidents involving wild animals, please contact Animal Control officials at the Castaic Animal Shelter, (661) 702-7098, or their Dispatch Center at (661) 257-3101.

## • • Inmate Operation of Heavy Equipment, Vehicles, and Power Tools #0037

### **PURPOSE OF ORDER:**

The purpose of this order is to establish policy and guidelines on inmates operating motorized vehicles, power equipment, and power tools while assigned to the Fire Camp Training Facility (Fire Camp).

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to the Fire Camp Training Unit/PDC-East Facility and to all personnel assigned to other facilities on the Pitchess Detention Center who supervise Fire Camp work crews.

### **ORDER:**

#### VEHICLES AND HEAVY EQUIPMENT

Inmate workers are strictly prohibited from operating or driving any heavy equipment or motor vehicles. Heavy equipment shall include, but are not limited to any:

Forklift

Crane

Wheel loader

Backhoe

Motor grader

Bulldozer

Or any other equipment which requires specialized training to operate

Inmates may operate a farm tractor after they have been instructed in safety and operating procedures, and have demonstrated they are competent in operating the tractor. The instructions and acknowledgment of competency will be documented and kept on file with the custodial workgroup officer and in the Fire Camp Operations office.

#### POWER TOOLS

Inmate workers shall not be allowed to use power tools (no matter the power source: electric, pneumatic, liquid fuel, hydraulic, or power actuated) unless it is part of a formalized vocational class in which a certified operator or teacher is present; and inmates are trained and have demonstrated competency in the equipment to be operated. All such training shall be documented, and Inmate Worker Training records shall be kept at the unit

of assignment.

Under appropriate supervision, inmate workers may operate gardening equipment after they have been instructed in safety and operating procedures, and demonstrated they are competent in the use of the equipment. The instructions and acknowledgment of competency shall be documented and kept on file at the unit of assignment. Gardening equipment includes the following, but is not limited to:

- Lawn Mower
- Grass/Weed Trimmer
- Hedge Trimmers
- Chain Saw

The instructions and acknowledgment of competency will be documented and kept on file with the custodial workgroup officer and in the Fire Camp Operations office.

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## • • Emergency Evacuation Plan #0038

### **PURPOSE OF ORDER:**

The purpose of this order is to establish policy and procedures which will allow for the safe and orderly evacuation of the Fire Camp Training Facility and PDC-East Facility in the event of any disaster or riot.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Fire Camp Training Unit/PDC- East Facility.

### **ORDER:**

Disaster by natural or other cause may make it necessary to evacuate all or part of the building because of life-threatening hazards. The decision to evacuate rests with the watch commander, or the sergeant, or ranking officer present, who is physically able to exercise command.

Safety of personnel and inmates is the MOST IMPORTANT consideration the watch commander uses in deciding whether or not to evacuate. Security is, therefore, the second consideration.

Control of panic will likely be the most demanding task for officers. Heavy smoke and falling debris are major contributors to panic. Panic is best controlled by confident, calm, forceful COMMAND by officers.

[REDACTED TEXT]

Main Control Desk

[REDACTED TEXT]

Watch Commander

Respond to Main Control to direct notifications, response, or deployment as required.

Watch Sergeant

Respond to the incident to direct response or deployment as required, as directed by Watch Commander.

Line Sergeant

Respond to the incident to direct response or deployment as required, as directed by Watch Commander.

Senior Line Deputy

Senior Line Deputy responds to the incident and follows the instructions of the Line/Watch Sergeant.

Main Control Security Officer

[REDACTED TEXT]

Dorm Deputies

[REDACTED TEXT]

Kitchen Officer(s)

[REDACTED TEXT]

Inmate Services Deputy

[REDACTED TEXT]

Laundry Exchange Officer

[REDACTED TEXT]

Yard Deputies

[REDACTED TEXT]

Prowlers

[REDACTED TEXT]

Rear Visiting Deputy

[REDACTED TEXT]

Front Visiting Deputy

[REDACTED TEXT]

Dock and Dock Gate Officers

[REDACTED TEXT]

Evacuation Verification

As each area, dorm, module, work area, etc., is evacuated the officer in charge of that area will walk through the area to verify that no one is left behind.

Other Considerations

[REDACTED TEXT]

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• • **Fire Department Supervision and Security #0039**

**PURPOSE OF ORDER:**

This order establishes policy and guidelines to transfer temporary custody and control of inmate work crews to Los Angeles County Fire Department staff for wildland fire training and work details.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to PDC-Fire Camp Training/East Facility.

**ORDER:**

[REDACTED TEXT]

**5-03/083.00 INMATES WORKING FOR OTHER DEPARTMENTS**

Legal responsibility for inmate custody and supervision belongs to the Sheriff; however, section 25359 of the Government Code states that the Sheriff may direct inmates to work under the direction of paid personnel from the Fire Department, Department of Public Works (e.g., Road Maintenance, Flood Control District) and Internal Services Department. Inmates from custody division are regularly assigned to work under the direction of Fire Department and Road Maintenance personnel and, occasionally, inmates may be requested to perform special tasks for other departments.

Each new request to perform work for other than Fire Department and Road Maintenance shall be in writing and shall be evaluated on its own merit. A custody division representative shall review the working conditions to ensure that inmates are not put into perilous or hazardous positions.

The evaluating sergeant shall attach an SH-AD-131, memorandum, to the request, indicating his recommendations, and forward it to the concerned custody division headquarters for approval/disapproval.

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## • • Fire Camp Inmate Eligibility #0040

### **PURPOSE OF ORDER:**

Provide a standardized process for qualifying inmates to participate in the Fire Camp program, and transfer to Los Angeles County Inmate Fire Suppression Camps.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at the Fire Camp Training Facility (Fire Camp).

### **ORDER:**

This order includes Medical Services Bureau Unit Order M206.10, standardized physical fitness testing, and State Fire Marshal approved curriculum and standards developed by staff from Los Angeles County Fire Department.

### CRIMINAL HISTORY REVIEW

Fire Camp staff will review the criminal history of eligible 'N3' AB109 inmates (non-serious, non-sexual, non-violent) per 667.5 P.C., and 1192.7(c) P.C. CISU/OSJ staff will screen the inmates for prison gang membership.

### MEDICAL SERVICES SCREENING

Inmates who meet the minimum eligibility criteria will be screened by Medical Services personnel. Medical screening and assessments are covered in Medical Services Order #206.10 (Attachment "A").

### STANDARDIZED PHYSICAL FITNESS TEST

Eligible inmates will be trained and conditioned for a minimum of four weeks (twenty eight days) by Fire Camp staff at the Inmate Fire Training Facility. Inmates will be evaluated based on a standardized set of tests, developed from United States Forest Service "Smoke Jumper" fitness assessment tests, and revised by Fire Camp and Fire Department staff after sampling the performance of 110 inmates. See Attachment "B".

### LOS ANGELES COUNTY FIRE DEPARTMENT TRAINING

Inmates who pass the fitness test will proceed on to the eighty hour, Los Angeles County Fire Department Wildland Fire Suppression Course. Inmates must pass all academic courses with a minimum score of 80%, demonstrate proficiency in all tools and safety gear, and pass each day's daily timed hike, including the final graduation hike. Inmates failing any portion of the course, including tests, remediations, skill demonstrations, or timed hikes, will be removed from the class. Inmates will be given a second opportunity to take the Fire Training Course at a later date. Inmates will have a minimum of four weeks to prepare for their second chance. Inmates failing to pass the Fire Training Course a second time will be removed from the Fire Camp program. The course curriculum and standards are maintained by the Los Angeles County Fire Department, Wildland Fire Suppression Training staff at Los Angeles County Fire Department Camp 2.

## • • Fire Camp Training Facility Security #0041

### PURPOSE OF ORDER:

This order establishes policy and guidelines for maintaining security of Fire Camp Training Facility (Fire Camp) and ancillary components.

### SCOPE OF ORDER:

This order applies to all personnel assigned to PDC-Fire Camp Training/PDC East Facility.

### ORDER:

The maintenance of the security of the Fire Camp facility and its components is essential. Due to the nature of Fire Camp business, there are many tools and items which are expensive, hazardous, or possibly dangerous.

#### FIRE CAMP COMPOUND GATES

[REDACTED TEXT]

#### BARRACK 20

[REDACTED TEXT]

#### SUPPLY WAREHOUSE

[REDACTED TEXT]

#### TOOL SHED (CONEX BOX)

The Tool Shed shall be locked at the end of the workday after all tools have been returned and accounted for. The Tool Shed contains many expensive power and gardening tools, and sharp hand tools which could be used as weapons. The PM shift staff is responsible for ensuring the Tool Shed doors are locked before they take the inmates back to East Facility.

#### VEHICLES

The Fire Camp/East vehicles shall be locked when not in use, and when the camp is closed after hours and weekends. There are several items in the vehicles which shall be accounted for, including tools, jumper cables, and special trailer hitches. All keys shall be returned to the key locker in Barrack 20.

#### PACE TRAILERS

The PACE trailer storage bins and compartments contain many expensive power and gardening tools. The storage bins and compartments shall be locked with supplied PACE locks when not in use, and when the camp is closed after hours and weekends.



All Fire Camp/East staff is responsible for ensuring the vehicles and trailers are locked after using or opening them to retrieve tools.

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## • • Off Site Work Crews #0042

### **PURPOSE OF ORDER:**

This order establishes policy and guidelines to take Fire Camp Training/East Facility (Fire Camp) inmate work crews off facility for community and Sheriff's Department projects.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to Fire Camp Training/East Facility.

### **ORDER:**

When Fire Camp Training staff take Fire Camp inmates off the Pitchess Detention Center (PDC) property for Prisoner Assisted Community Enhancement (PACE) community projects, or projects at other County facilities, the following procedures shall be followed:

- [REDACTED TEXT]
- A roster of assigned inmates will be prepared by the staff supervising the inmate crew. The roster shall contain the inmates first and last names, and booking number.
- The supervising staff shall take one set of inmate identification cards for the inmates on their crew. The cards shall be kept in a manila envelope and secured in the crew vehicle. The cards shall be returned to East Main control daily.
- The staff shall video the crew as they exit the facility. The inmates will look directly at the camera and say their last name and full booking number. The video footage will be used for identification purposes in the event of an escape. The video footage shall be saved for a period of seven (7) days. After the seven (7) day period has elapsed, the footage shall be deleted from the video medium it was recorded on and the video medium shall be used to record future crews. In the event of an escape, the video medium shall be booked into evidence.
- The staff shall compare the inmates' wristband against the crew roster, and verify each inmate matches the picture on their inmate identification cards.
- The daily Project Work Order and crew roster shall be posted at PDC-East Facility Main Control and Training Facility Office. The required information on the sheet shall be:
  1. Location of project
  2. Supervising staff contact information (name(s), cell number, radio frequency)
  3. Vehicle information and trip slip
  4. Time out and expected return

- The staff shall ensure there are sufficient inmate sack meals and water for the detail.
  - [REDACTED TEXT]
  - Upon return, the inmates shall be escorted directly to the Fire Training Camp, Barrack 20 Inmate Processing Area. All available Fire Camp staff shall assist with the searching of the incoming inmate crew. The search will consist of a full visual strip and property search. Each search shall be limited to a maximum ten inmates at a time.
  - The work crew staff shall thoroughly search all vans and trailers upon arrival.
- 

• • **Personal Auto/RV Washes #0043 (Suspended)**

\*\*\*SUSPENDED\*\*\*

**PURPOSE OF ORDER:**

This order establishes policy and guidelines for inmate workers providing personal Auto/RV wash and detailing services, and payment for such services.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to Fire Camp and Pitchess Detention Center Facilities.

**ORDER:**

Business transactions with inmate workers and payment for services rendered are permitted per the Unit Commander, under the following guidelines, in accordance with Department Policy and State Law:

Auto/RV Wash and Detailing

Personnel may purchase a Car Wash “chip” for \$4.00, Wax/Detailing for \$10.00, RV Wash for \$25.00, and RV Wax/Detailing for \$65.00. Wash is included in the price of Wax/Detailing “chip.”

All Auto/RV Wash and Detailing shall take place in the former Motor Pool bus wash bay, utilizing the approved wastewater “clarifier” in accordance with EPA regulations. Under no circumstances shall auto washes be performed in other areas without a “clarifier.”

Inmate workers shall be monitored by assigned personnel at all times. Inmates shall neither drive nor shall they have keys in their possession for any County or privately owned vehicle.

All auto wash equipment and supplies shall be kept in the Barrack 20 staff office. No equipment or supplies are allowed in inmate housing or dayroom areas.

The funds will be collected by the Inmate Service Custody Assistant at the end of each workweek. These funds will be documented in the Safe Ledger and placed into the Safe for subsequent deposit to the shoeshine trustee’s account.

- All payments to inmate workers for services shall be made using the departmentally approved inmate workers payment chip.
  - East Facility shall only use the designated payment chips as determined by - Inmate Services.
  - Personnel wishing to purchase a chip for services will be required to contact East Facility main control to ascertain the operating hours.
  - Only designated inmate workers may be given payment chips.
  - A written receipt (SH-J-370) shall be given to the inmate worker for all payment chips exchanged for account credit,
  - Only designated inmate workers shall be authorized to possess payment chips. Non-designated inmate workers found with payment chips shall have the payment chips confiscated and treated as contraband. Any applicable discipline should be applied,
  - Account credit shall not be issued to non-authorized inmate workers found with payment chips,
  - Department personnel are to remunerate inmate workers upon the completed rendering of services,
  - Payment for services by other than the above-prescribed manner may be considered a violation of the Department Manual of Policy and Procedures, section 3-01/050.85 Fraternization, and section 3-01/030.75 Bribes, Rewards, Loans, Gifts, Favors.
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## • • CDCR Discipline and Medical Returns #0044

### **PURPOSE OF ORDER:**

This order establishes policy and procedures for the return of L.A. County inmates from California Department of Corrections and Rehabilitation (CDCR)/L.A. County Inmate Fire Suppression Camps (Fire Camp) for discipline and medical reasons.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to the Fire Camp Training Unit/PDC-East Facility.

### **ORDER:**

#### DISCIPLINE

- When a Fire Camp inmate is being returned from CDCR to Los Angeles County Jail for discipline, CDCR will first notify Inmate Fire Training/PDC-East Facility that an inmate is being returned.

- PDC-East Main Control shall notify IRC-CHU North that the inmate is being returned to L.A. County Jail. IRC-CHU North shall facilitate the transfer of the inmate from the Fire Camps (HOLT, ACTO, FRAN, JKLN) to disciplinary housing at NCCF (first choice) or PDC-North (second choice).
- The PDC-East Main Control officer shall notify the NCCF (or North) Watch Commander, and coordinate the return with NCCF (or North) Inmate Processing Area (IPA).
- CDCR officers will transport the inmate to PDC-East Facility. The CDCR officers will produce the completed DRB paperwork, and return the inmate's property and "Offender's Camp File (OCF)" to the Inmate Fire Training/PDC-East Staff.
- A copy of the CDCR DRB forms and OCF are to be returned to Inmate Fire Training/PDC-East Facility and kept in Inmate Fire Training operations.
- The PDC-East staff shall ensure CDCR has the appropriate CDCR DRB paperwork completed, and complete a Major Incident IRTS documenting the incident, including; the nature of the incident, CDCR discipline recommendations, the name of the approving CDCR supervisor, and the names of the transporting CDCR officers.
- CDCR DRB recommendations shall be the guide for final DRB disposition by LASD supervisors. When no CDCR recommendation is made, LASD policy, procedure, and Title 15 regarding the imposition of discipline shall be followed.
- PDC-East Main Control officer shall sign and obtain a copy of the CDCR Transfer Record (CDCR Form #123), acknowledging receipt of the inmate.
- Fire Camp inmates do not wear L.A. County Jail wristbands while in CDCR custody. Inmate Fire Training/PDC-East staff shall place a new wristband on the inmate.
- Inmate Fire Training/PDC-East staff shall transport the inmate to the appropriate facility for discipline housing.
- Recalcitrant inmates shall not be removed from the CDCR vehicles.
  - PDC-East staff shall escort CDCR to the appropriate facility, as directed by IRC-CHU North.
  - PDC-East Main Control shall notify the facility of an incoming recalcitrant.
  - The inmate shall exit the CDCR vehicle in the presence of an LASD supervisor.
- If the inmate has not waived the 24 hour DRB time, he shall be placed in pre-discipline housing pending DRB by a CDCR supervisor.
- When the inmate has served his time, he **shall not** be returned to CDCR/L.A. County Fire Camps. He shall be returned to L.A. County Jail, general population, to serve the remainder of his sentence.

#### MEDICAL

- When a Fire Camp inmate can no longer be housed in the Fire Camps because his medical condition is deemed “non-routine”, he shall be returned to Los Angeles County Jail for housing until he is medically cleared by L.A. County Sheriff’s Department Medical Services Bureau.
  - CDCR will first notify Inmate Fire Training/PDC-East Facility that an inmate is being returned.
  - CDCR shall return the inmate to Inmate Fire Training/PDC-East Facility. PDC-East Facility Main Control will notify the appropriate PDC facility medical staff (PDC-South or NCCF) to assess the inmate.
  - Medical Services will advise whether the inmate is fit for housing at PDC-East Facility, or needs to be transferred to a jail medical unit for the duration of his medical condition.
  - When an inmate’s medical condition requires transfer from CDCR directly to jail medical housing, PDC-East staff shall coordinate the transfer with Medical Services.
  - Inmates requiring emergency medical care shall, by agreement, be the responsibility of CDCR, and CDCR shall transport the inmate to a local emergency medical facility via appropriate medical transportation.
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## • • MK-9 OC Aerosol Canister Deployment #0045

### **PURPOSE OF ORDER:**

To establish policy for the authorized use and/or deployment of the MK-9 OC Spray.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at the Fire Camps Unit.

### **ORDER:**

Disturbances within East Facility or at the Fire Training Camp area threaten life, property, and the overall security of the individual facility. Experience has proven the quicker a disturbance is quelled the greater probability we have of reducing the extent of injuries suffered by the involved inmates and response personnel.

Due to the fact that the Fire Camps Unit conducts a majority of its activity in an open area compound and takes numerous inmates on hikes throughout the PDC hillside during the day, should a major assault occur, in any area, deputy personnel would have the ability to quell such an assault using the MK-9 because of the 21-foot range of the device.

To facilitate a safe, effective and immediate response, deputy personnel are granted authorization for the deployment and/or use of the MK-9 OC Spray without direct supervision to facilitate a safe, effective, and immediate response to a disturbance and/or an assault wherein there is a substantial threat of inflicting serious injury or death upon any person.

Designated member(s) witnessing such an event shall make the appropriate radio broadcast alerting unit personnel of the situation.

All established policies and procedures regarding the use of force reporting and documentation shall apply to the use of this device.

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## • • Fire Camp Tool Inventory #0046

### **PURPOSE OF ORDER:**

This order establishes policy and procedures for the inventory, security, and daily accounting of Fire Camp power, gardening, and hand tools.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to the Fire Camp Training Unit/PDC-East Facility.

### **ORDER:**

[REDACTED TEXT]

At the end of the shift, the tools are to be inventoried and the check-in/check-out sheet signed with a notation that all tools are accounted for.

Tools that are removed for repair or replacement will be noted, and an email notification sent to the PACE crew supervising staff.

The Fire Camp sergeant shall be immediately notified if a tool is unaccounted for or missing, and a search for the missing tool initiated.

The PACE crew supervising staff shall gather all log sheets every Friday, and account for all tools on the appropriate logs kept in the Fire Camp/PACE shared files, including serial and model numbers for serialized power and gardening tools.

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## • • Training Hikes/Work Detail Safety and Security #0047

### **PURPOSE OF ORDER:**

This order establishes policy and procedures for safety and security during Fire Camp training hikes and work details.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to the Fire Camp Training Unit.

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**ORDER:**

Training Hikes

Hiking is the core of the fitness and acclimation process for inmates in the Fire Training Program. Training hikes are held daily, and take place, outside of fenced security, on the fire roads and marked hiking trails located on the Pitchess Detention Center property. The following procedures and protocols shall be followed to ensure the security and safety of the inmates and staff:

1. A minimum of three staff is required to supervise the inmates while on training hikes and training details.
2. At least one of the three staff shall be the rank of deputy sheriff.
3. One of the staff shall be deployed in a department SUV or pickup truck equipped with a first aid kit, extra water, automated external defibrillator (AED), and folding litter/stretchers.
4. All staff assigned to the detail shall be equipped with portable radios and broadcast on the PDC "Ranch Tac" (channel 10) radiofrequency.
5. Prior to starting the hike, Fire Camp staff shall broadcast over the radio the names of the supervising staff, the number of inmates, the general direction of travel/and or trail names, which vehicle is deployed and start time. This information shall be documented in the Fire Camp Training Unit daily log by the Fire Camp Main Control, or designated staff.
6. Any time an inmate falls out of the hike and is returned to camp by staff, the staff shall announce the return of the inmates via their radio to be documented in the log.
7. At the end of the hike, staff shall announce via their radio the return of the crew with the number of inmates.

Work Details

Whenever Fire Camp staff take inmate work/PACE crews out on work details on the PDC property, the following procedures/protocols shall be followed:

1. The staff required to supervise the inmates while on work details on the PDC property shall be dictated by the specific task, and number of inmates assigned to the detail.
2. [REDACTED TEXT]
3. [REDACTED TEXT]
4. The assigned vehicle shall be equipped with a first aid kit and extra water.
5. [REDACTED TEXT]
6. At the end of the work detail, staff shall announce via their radio the return of the crew with the number of inmates.

## Emergencies

In case of an inmate falling ill or injured on hikes or work details, man down procedures shall be followed as outlined in Fire Camp Unit Order #34, Inmate Man Down Procedures.

In case of an escape or attempt, procedures shall be followed as in Fire Camp Unit Order #2, Escape Plan.

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## • • **Automated External Defibrillator (AED) #0048**

### **PURPOSE OF ORDER:**

This order establishes policy and procedures for the deployment, use, and documentation of Automated External Defibrillators (AED).

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to the Fire Camp Training Unit.

### **ORDER:**

#### **DEFINITION:**

The AED is a portable, self-testing battery-operated device that automatically analyzes the patient's cardiac rhythm. It advises the operator/rescuer to press the button and delivers an electric shock to a person's chest which in turn passes through the heart. It guides the operator through the rescue using a combination of voice prompts, audible alerts, and visible indicators.

#### **BACKGROUND:**

Medical research has shown that persons who suffer cardiac arrest have a greater potential for survival with early first responder defibrillation and cardio-pulmonary resuscitation (CPR). The purpose of the policy is to establish procedures and guidelines for the safe and effective use of Automatic External Defibrillators (AED).

#### **POLICY:**

It is the policy of the Los Angeles County Sheriff's Department to employ the use of defibrillators and initialize CPR, when appropriate. The Los Angeles County Emergency Medical Services Agency (LACEMSA) has approved the Los Angeles County Sheriff's Department to use AED devices. Recognizing that early defibrillation is a critical element of care in cardiac arrest cases, Automatic External Defibrillation units will be made available in selected locations at the Fire Camp Training Unit. Only AED's granted acceptance by the Federal Drug Administration and approved for use by the LACEMSA may be used. Only personnel trained and certified in accordance with the standards issued by the LACEMSA may use an AED. Securing a safe scene remains the number one priority of law enforcement. Use of the AED device is secondary to overall scene safety and is prioritized at the same level as injured or ill victim care.



#### QUALIFICATIONS/TRAINING:

1. AEDs shall be used by personnel trained in CPR and AED use, conforming to the American Heart Association (AHA) and POST standards.
2. Personnel shall be re-certified in CPR and AED use every two years.
3. Personnel shall participate in Cardiac Science vendor provided AED device familiarization/training before use in an actual rescue.
4. Personnel shall have a thorough understanding of the procedures set in the AED Manual.
5. The Training Bureau shall maintain records of all initial and recurrent CPR and AED training.

#### DEPLOYMENT:

There are three "Cardiac Science Powerheart G3 Plus" AEDs deployed at the Fire Camp Training Unit:

1. #1 is located in an AED cabinet in East Facility Main Control;
2. #2 is located in an AED cabinet in the Fire Camp Training Barrack 20;
3. #3 is deployed with the Fire Camp Training Unit support vehicle which accompanies staff and inmates on the daily training hikes.

#### GENERAL INSTRUCTIONS:

1. Personnel will take the AED to all emergencies and "persons down," whether staff or inmate, and will utilize it if indicated.
2. The AED is indicated for emergency treatment of victims exhibiting symptoms of Sudden Cardiac Arrest (SCA) who are unresponsive, not breathing and no pulse.
  - a. NOTE: Agonal breathing (gasping, choking, snoring) is considered "not breathing."
1. Determine that the patient is over 1 year of age.
  - a. Note: When the patient is a child under 1 years of age, the AED should be used with a Pediatric Attenuated Defibrillation pad, if available. If there are no child pads, adult pads may be used; however, ensure that the pads do not touch each other. Therapy should not be delayed to determine the patient's exact age or weight. Use of an adult dose is better than no attempt of defibrillation.
2. Personnel utilizing the AED shall follow the device voice prompts and instructions for AED use and CPR until relieved by EMS personnel.
3. The following special situations may require the rescuer to take additional actions when using an AED:
  - a. Medication patches or pastes (e.g., Nitroglycerin patch) - AED electrode pads should not be placed directly on top of a medication patch. Remove the patch and wipe the area clean before attaching the electrode pad.

- b. Pacemaker or Implanted Defibrillator- Do not apply the AED electrode pad directly over an implanted medical device. Place the electrode pad at least one (1) inch to the side of the implanted device.
  - c. Water- The patient who is in freestanding water should be removed from the water first before defibrillation is attempted. Quickly dry the patient before attaching the AED electrodes.
  - d. Metal- Remove any metal objects the patient is wearing before defibrillation is attempted.
  - e. Body hair- If the pads stick to the hair instead of the skin, press down firmly on each pad. If the AED continues to prompt “check pads” or “check electrodes,” quickly pull off the pads then apply a new set of pads. If a large amount of hair still remains where the pads will be placed, shave the area (of the chest) with a razor.
- 
- 1. While using the AED, do not operate wireless phones (i.e., cell phones, FM 2-way radio) within one meter of the AED.

## AED PROCEDURE:

### Performing the Rescue

- 1. Assess the Patient:
  - a. Unresponsive
  - b. Not breathing
- 2. Direct someone to call Emergency Medical Services (EMS)/911 and to get the AED.
  - a. No pulse, start CPR.
- 3. Patient Preparation:
  - a. Place the AED near head of the victim, close to the AED operator. Open the AED lid. Turn the AED ON by pushing the lid’s release button “In” and “Up” to open.
  - b. Remove clothing from the patient’s chest.
  - c. Ensure the skin site is clean and dry.
- 4. Place AED pads and listen for the following audio instructions from AED:
  - a. “Tear open pad package and remove pads.”
  - b. “Peel one pad from plastic liner.”
- 5. “Place one pad on bare upper chest,” placing the top of the electrode on the victim’s upper-right chest (directly below the collarbone, as shown in the diagram). Avoid placing the electrode directly over the sternum.
- 6. “Peel second pad and place on bare lower chest,” placing the other pad to the side of the left nipple, with the top edge of the pad a few inches below the armpit (as shown in the diagram).  
Note: Standard defibrillation pads are non-polarized and can be placed in either position as shown on the pad package.
- 7. If the pads become disconnected from either the AED or the patient, the voice prompt will say, “Check pads.” Check the following:
  - a. Make sure the pads are firmly placed on clean, dry skin.
  - b. Make sure pad connector is securely plugged into the AED machine.

8. ECG Analysis

- a. As soon as the AED detects proper pad placement, it will begin to analyze the cardiac rhythm of the patient. The voice prompt will say, "Do not touch patient. Analyzing rhythm." Ensure that no one is touching the patient.
- b. If the rhythm changes and a shock is no longer needed, the AED will prompt "NO SHOCK ADVISED. CONTINUE CPR."

9. Shock Delivery

If a shockable rhythm is detected (AED is ready to deliver a defibrillation shock):

- a. Shock Button will flash and AED will prompt "SHOCK ADVISED."
- b. Hear the charged tone, "CHARGING!" and
- c. Voice prompts, "STAND CLEAR!"  
Note: Ensure that no one is touching the patient. Always loudly state "clear the patient" message, such as "I'm clear, you're clear, everybody's clear." At the same time, perform a visual check that no one is in contact with the patient.
- d. "Push flashing button to deliver shock."  
Note: If you do not press the Shock button within 30 seconds of hearing the prompt, the AED will disarm and prompt you to start CPR.
- e. "SHOCK DELIVERED."  
The shock will produce a sudden contraction of the victim's muscles.  
Note: Defibrillation shock current may cause a serious electrical shock hazard. To avoid this hazard, do not touch the patient when shock being delivered.

10. CPR

- a. The voice prompt will say, "It is now safe to touch the patient. Start CPR."
- b. Begin CPR starting with chest compressions after the AED delivers the shock.
- c. The AED will continue with the prompt, repeating "Give Breath" twice. Following this, the phrase "Continue with compressions."
- d. This cycle will continue until the CPR time expires (i.e., after 5 cycles or about 2 minutes of CPR). At the end of CPR, the phrase "Stop CPR" will be played. The AED will return to the ECG Analysis Mode.
- e. If the patient has a pulse but is not breathing, perform rescue breathing at the recommended rate.
- f. If the patient is conscious and breathing normally, leave the pads on the patient's chest connected to the AED.

11. Transfer of Patient to ALS Personnel (Paramedics)

- a. Make the patient as comfortable as possible. Continue to monitor the patient and follow voice prompts until Advanced Life Support (ALS) personnel arrive.
- b. Provide a thorough verbal report to the paramedics to include: patient name and age, chief complaint, vital signs, applicable medical history, and medications/treatments.
- c. Transfer patient to ALS personnel with the electrode pads still attached to the patient, disconnect the electrode from the AED.

Post Rescue Process:

1. After transfer of the patient to EMS personnel, prepare the AED for the next rescue:
  - a. Connect a new pair of pads to the AED.
  - b. Close the lid.
  - c. Verify that the Status Indicator on the handle is green.
  - d. Ensure all supplies are present and in operating condition.
  - e. When the indicator is green, the unit is ready for a rescue.
  - f. If the indicator is red, refer to the trouble shooting guide in the user's manual.
2. Retrieve Rescue Data
  - a. Notify unit sergeant or lieutenant.
  - b. Identify the computer with the required software program (RescueLink).
  - c. Start the RescueLink software.
3. Open the AED lid.
4. Connect cable to the computer and to the AED's port under the blue rubber data access cover. The voice prompt will say "Communications Mode."
5. On the RescueLink program's menu bar- Select COMMUNICATIONS and then GET RESCUE DATA.
6. Select Internal Memory of AED then press OK.
7. Select a rescue by clicking on the date and press OK.
8. Wait for the data to load and appear in RescueLink, it can take a couple of minutes.
9. Select PATIENT INFORMATION and make entries in the following fields:
  - a. Incident ID: (use patient's last name and incident date, e.g., Doe 8 10 2011)
  - b. Responder Facility: e.g., Fire Camp, MCJ, PDC
  - c. Patient Name: first, middle, last
  - d. Patient Description: DOB, age, sex, race
10. Print a hard copy of the rescue data:
11. On RescueLink's menu bar, select File and then PRINT REPORTS. In the new window that opens, select REPORT SET UP. Make sure the following boxes have a check mark ☒ next to them:
12. ECG Heart Rhythm
13. Incident Summary Report
14. Event List Summary
15. Click OK and then Print.
16. Close the AED lid.

#### DOCUMENTATION:

1. Responding/operating personnel are responsible for the completion of a "Person Injured/III" or "Person Dead" Incident Report, and an Inmate Injury Report (if necessary).
2. The operator shall complete a Los Angeles County Department of Health Services EMS Agency (LACEMSA) "AED Post Event Report." The completed report shall be submitted to the Fire Camp Training Unit AED Coordinator, who shall then forward a copy of the report to LACEMSA within 72 hours

(Attachment A).

3. The printed rescue data will be forwarded to Medical Services Bureau for inclusion in the patient's (inmate) medical record and document.
4. A second hard copy of the rescue data and AED Post Event Report shall be included in the unit's incident file.

#### MAINTENANCE:

1. A record of the devices readiness and availability shall be documented daily by the following personnel:
  - a. AM Shift Main Control Officer in the Unit Daily Log (East Facility Main Control unit).
  - b. AM Shift Fire Camp Deputy #1 in the UDAL (Barrack 20 and support vehicle units).
2. Any unit requiring service, batteries, or pads shall be removed from service and brought to the unit AED coordinator, and noted in the appropriate log.

#### EQUIPMENT/SUPPLIES:

1. Cardiac Science Powerheart G3 Plus Automated External Defibrillator
2. Spare Adult Electrode Pads  
Note: AED electrode pads are disposable and should be discarded properly (i.e., pads contaminated with blood and/or any body fluids should be discarded in a biohazard container) after each use. They have a limited shelf life and should not be used beyond the expiration date.
3. Two Responder Ready-Kit (pocket mask, razor, gloves, towels, scissors, and a small biohazard (red) bag)
4. Spare Battery (The AED battery has a shelf life of five years)

NOTE: Shelf life is defined as the length of time a battery can be stored, prior to installation into the AED without degrading its performance.

#### AUTHORITY:

Los Angeles County, Department of Health Services, Pre-Hospital Care Policy, Reference Number 413, 413.1. California Health and Safety Code Sections 1797.52, 1797.107, and 1797.183, 1797.196. Penal Code Section 13518, and the California Code of Regulations Title 22, Division 9, Chapter 1.5.

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## • • Taser Deployment Procedure #0049

#### PURPOSE OF ORDER:

This order establishes policy and guidelines for the issuance and control of Tasers at The Fire Camp Training Unit.

## **SCOPE OF ORDER:**

This order applies to all personnel assigned to the Fire Camp Training Unit.

## **ORDER:**

A current generation X-26P Taser will be personally issued to each qualified deputy who has received the updated training during Jail Operations training, or during STC/Unit In-Service Training. The deputy shall carry the Taser on their person at all times during his/her assigned shift. At no time shall a Taser be left unattended in the compound. The deputy carrying the Taser shall provide the Fire Camp Main Control officer with the Taser number, who shall note it on the daily facility log.

The assigned Taser may be stored in the deputy's personal locker but is not to be taken home or off the PDC property without permission from the unit commander.

This Unit Order does not preclude other deputies assigned to South Facility from carrying an older X-26 Taser. Additional Taser's shall be stored at the East Facility ERT Armory and personnel are encouraged to carry one during their shift, providing they comply with the intent of this Unit Order.

**Note: Personnel carrying a Taser shall only use authorized holsters which shall be worn on the opposite side of the firearm pursuant to MMP 3-03/150.05.**

## **INVENTORYING TASERS**

All Tasers shall be inventoried on a monthly basis, and documented in the monthly armory inventory.

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## **• • Bio-Hazardous Waste Procedure #0050**

## **PURPOSE OF ORDER:**

To establish guidelines for disposal of Bio-Hazardous waste for the Fire Camp Training Unit.

## **SCOPE OF ORDER:**

This procedure applies to all personnel (sworn, civilian and medical) who are involved with the handling of Bio-Hazardous waste.

## **ORDER:**

The following procedure shall be strictly adhered to at all times while at the Fire Camp Training Unit and PDC East Facility.

## **CLEAN UP AND HANDLING:**

Medical waste spills are cleaned by:

1. Use of an absorbent material where appropriate.
2. Removal of spill and absorbent materials in red bags.
3. Approved disinfection solutions are used to complete the clean-up.
4. Appropriate personal protective devices are used at all times during medical waste clean-up, i.e., gloves, gowns, goggles, etc.

Small amounts of Bio-Hazardous waste (blood-stained towels, clothes, bedding, etc.) contained in red plastic bags shall be transported to the PDC South Facility clinic for storage and disposal.

Collection and transportation of biohazardous medical waste to the Pitchess Detention Center Bio-Hazardous Waste Collection Container shall be the responsibility of personnel from PDC-South Facility, Ranch Field office, according to PDC-South Facility Unit Order # 03-06-080, and the Medical Services Bureau Medical Waste Plan.

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## • • Inmate Showering #0051

### **PURPOSE OF ORDER:**

The following order is to establish showering procedures for inmates.

### **SCOPE OF ORDER:**

This order shall apply to all personnel and inmates assigned to the Fire Camp training Unit and PDC East Facility.

### **ORDER:**

There are showers located in each dorm at PDC East Facility, and each barrack at the Fire Camp Training Facility. The showers are available to the inmates 24 hours a day. Except for the following times.

1. Count time
2. Chow time
3. Barrack cleanup time (approximately one hour each morning).

Shower availability shall be logged into the Unit Daily Activity Log (Title 15 log), on a daily basis, for each barrack.

This Unit Order exceeds the requirements set by Minimum Jail Standards, Title 15, Section 1266.

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## • • Off Facility Errands #0052

### **PURPOSE OF ORDER:**

This order establishes policy and guidelines regarding personnel leaving the Pitchess Detention Center (PDC) property while on duty.

### **SCOPE OF ORDER:**

All personnel

### **ORDER:**

There will be no "chow runs" or other personal errands by on-duty personnel, in either County-owned or personal vehicles, unless the employee has a specific lunch period allotted during their shift. Employees may leave Pitchess Detention Center for lunch or personal errands in their personal vehicle only during this specified allotted lunch period.

An allotted lunch period is that one-half hour meal period exclusive of the eight (8) hour workday. For example, an eight (8) hour shift does not have an allotted lunch period if the entire shift is no more than eight (8) hours. An eight and one-half (8 ½) hour shift has a 30 minute allotted lunch period.

An eight (8) hour post position, which does not have a specific lunch period allotted, is defined as one whose continued presence is essential to the operation of the facility. An employee working one of these positions shall remain on Pitchess Detention Center property during his/her tour of duty.

Those personnel working straight eight (8) hour shifts are specifically prohibited from leaving Pitchess Detention Center during their assigned shift for any personal errands or "chow runs."

Any exceptions to this policy must be authorized by the on-duty Watch Commander/Sergeant.

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## • • Inmate Deaths at CDCR/LA County Fire Camps #0053

### **PURPOSE OF ORDER:**

This order establishes policy and procedures for a Fire Camp Training Unit roll out team responding to significant incidents at CDCR/LA County Fire Department fire camps.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to the Fire Camp Training Unit.

### **ORDER:**

The Los Angeles County Sheriff's Department entered into an agreement on October 23, 2013, where up to

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528 Los Angeles County inmates are to be housed at the five Los Angeles County Fire Department Inmate Wildland Fire Suppression Camps, in the care and custody of the California Department of Corrections and Rehabilitation (CDCR). Given the strenuous and dangerous nature of the work performed by the inmates in the performance of fire suppression and training efforts, a plan for responding to significant incidents involving Los Angeles County inmates, specifically in-custody deaths, is required. The possibility of significant incidents occurring while Los Angeles County inmates are in the contracted custody of CDCR at one of the five LA County Fire Department Inmate Wildland Fire Suppression camps, or California Institute for Women (CIW) is inevitable.

CDCR is responsible for the investigation and will work with the LA County Coroner's Office (or other county coroners if out of the county on a fire, or training at CIW). CDCR will notify the LASD Fire Camp operations staff, via PDC East Facility Main Control, as soon as practical. One of the LASD Fire Camp sergeants or lieutenant will be responsible for contacting CDCR and LA County Fire and gathering the initial information for a Chief's Memo and notifications.

The LASD Fire Camp operations sergeant and or the operations lieutenant will coordinate with Custody Support Services (CSS) to respond to the location the next business day to follow up and gather detailed information to prepare a briefing for department executives, and assist CSS with their review.

LASD Fire Camp operations will be the liaison with CDCR and LA County Fire, absent a criminal homicide investigation by LASD Homicide Bureau, except where CSS and LASD MSB staff would be more appropriate.

Once the LASD Mental Health Task Force assumes incident review responsibilities for inmates' deaths on July 1, 2015, Fire Camp operations will coordinate with their staff instead of CSS.

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## • • Inmate Detention at Hospitals #0054

### **PURPOSE OF ORDER:**

To establish procedures for the Detention of Inmates at a Hospital.

### **SCOPE OF ORDER:**

This order shall apply to all inmates from the Fire Training camp program that are detained at a hospital for injury or illness.

### **ORDER:**

Nothing in this order will supersede procedures set forth in the above referenced Custody Division Manual.

Custody personnel shall provide security for inmates transported to county or private hospitals for treatment from a custody facility or the Inmate Reception Center (IRC). The primary responsibility for the inmate's security shall rest with the custody facility of origin. Exceptions shall be made in situations where an inmate housed at a north county facility is hospitalized in a south county hospital (or vice versa). In these circumstances, the following shall apply:

- [REDACTED TEXT]

[REDACTED TEXT]

Pursuant to California Penal Code section 4021, a female custodial person shall be assigned, available, and accessible for the supervision of female inmates at all times. At least one female deputy shall be assigned the duty of providing security for a female inmate at the hospital. In the event of exigent circumstances (e.g. medical emergency), two male deputies may provide security for a female inmate. This decision shall be approved by the facility watch commander and the reason for the exception shall be documented in the Watch Commander's Log. Arrangements shall be made for a female deputy to relieve one of the male deputies as soon as possible.

When an inmate is admitted to a local hospital, the housing location code utilized in the Automated Jail Information System (AJIS) shall be updated by the responsible facility to reflect the new location. Inmates admitted to a local hospital in south county areas shall be updated to housing location "SCLH", with the exception of inmates hospitalized at Los Angeles County + University of Southern California (LAC+USC) Medical Center. Inmates admitted to a local hospital in north county areas shall be updated to housing location "NCLH." When inmates are admitted to LAC+USC Medical Center's open ward, and their security responsibility falls under the original facility, they shall be updated by the original facility's watch deputy to housing location "LCOW."

#### Initial Duties and Required Notifications

The watch commander shall be notified prior to an inmate being transferred from their facility to a hospital. The following information shall be documented in the Facility Log of the originating facility:

- Inmate's name
- Booking number
- Security level
- Hospital where the inmate will be transported to
- The purpose for the movement
- Agency jurisdiction where the hospital is located, phone number, and person notified

The watch commander shall be provided with a copy of the inmate's Automated Jail Information System (AJIS) print outs and a Los Angeles County Regional Identification System (LACRIS) photo. A copy of the information

packet shall also be provided to the hospital security deputy.

#### Watch Commander's Responsibilities

It is the watch commander's responsibility to review the inmate's information packet and decide the number of deputies necessary for security based on concerns such as the inmate's keep away status, high bail, escape history, and/or arrest charge.

The watch commander, or their designee, shall notify the law enforcement agency having jurisdiction over the hospital facility where the inmate will be housed. The agency shall be notified that a jail inmate will be at the hospital under the direct supervision of deputy personnel. This notification shall be made at the beginning of each shift as long as the inmate remains at the hospital facility. The time and the person notified shall be documented in the Facility Log. The only exception to these notifications shall apply to inmates transferred to LAC+USC Medical Center.

At least once per shift, duties permitting, the watch commander will designate a sergeant to respond to the hospital (unless at the LAC+USC Medical Center jail ward) and check on the status and security of the inmate and deputies. This response shall be documented in the Watch Commander's Log.

During business hours (Monday - Friday, 0600 - 1600 hours), the concerned unit's watch commander, or their designee, shall notify the registered nurse assigned to the Quality Management Unit - Comprehensive Care Team at (213) 893-5505/5507. After hours, weekends, and holidays the Medical Command Center shall be notified at (213) 893-5544. Comprehensive Care Team or Medical Command Center personnel shall facilitate medical communications, and secure available bed space at the appropriate receiving hospital.

The Comprehensive Care Team or Medical Command Center shall also be notified when an inmate is ready for discharge. They shall make arrangements to have the inmate transported to LAC+USC Medical Center or the appropriate custody facility. All medical questions or necessary inmate medical status updates shall be reported to the Comprehensive Care Team or Medical Command Center.

#### Duties of Hospital Security Deputies

The deputies responsible for transporting the inmate to the hospital shall first report to the watch commander and retrieve an information packet which will include:

- A copy of the Hospital Security Assessment form
- A copy of the inmate's LACRIS photo
- A copy of the AJIS security information
- Copy of CCHRS complete criminal history information
- A copy of a map of the hospital facility and surrounding areas
- Emergency contact information

Deputies transporting the inmate to the hospital should advise their facility control and Sheriff's Communication Center (SCC) via radio of their location, starting mileage, and their destination. All inmates shall wear safety belts when being transported in a County vehicle unless the inmate has a physical disability or medical conditions which would prevent the proper utilization of a safety belt (refer to MPP section 5-03/165.03 "Use of Safety Belts").

### Transportation and Security of Female Inmates

When a female inmate has to be transported to the hospital, the following shall apply:

- Two deputies (one male deputy and one female deputy or two female deputies) shall transport the female inmate
- In exigent circumstances, if no female deputies are available to transport the inmate, two male deputies may transport the female inmate with the approval of the watch commander
- In addition to the initial SCC radio broadcast, upon arrival at the hospital, the deputies transporting the female inmate shall notify the SCC operator of their ending mileage

The information packet shall be taken to the medical facility and remain in the direct possession of the deputies providing security for the inmate. In addition to the information packet, all deputy personnel assigned to hospital security shall be fully equipped with the following prior to leaving the facility:

- Full Sam Browne, including all required safety equipment
- Duty weapon
- Leg restraint chains (if available)
- Two fully charged radio batteries
- Confirm all required equipment is operational

Upon arrival at the hospital, the deputies shall contact their watch commander and report the following:

- Confirm they have relieved the previous hospital security deputies (if applicable)
- Confirm the above-required information packet is present and complete
- Advise the inmate is secure and the inmate's room/immediate area has been searched
- Contact hospital security and inform them of the room number where the inmate is housed

All deputies assigned to make relief for hospital security shall report to their facility and confirm the hospital and room of the inmate. All reliefs shall only be made in person. The relief deputies shall verify the required documents are present. The inmate's restraints and his surroundings should also be searched. The deputy shall then make contact with the watch commander once relief is complete. Deputies shall contact the watch commander (or their designee) at least once during their shift and provide a status update (preferably near the middle), and at any time there is a significant change in the inmate's condition. These notifications shall be documented in the Watch Commander's Log.

Deputies shall maintain the direct supervision of the inmate in their custody at all times and shall not be distracted by televisions, electronic devices, or reading material.

While at the hospital, the deputies providing security shall ensure that the inmate is secured to the bed with handcuffs and/or the issued leg chains. Should it become necessary for the inmate to move from the bed due to medical treatment, medically necessary exercise, or to use the restroom, the deputies must evaluate the inmate's medical condition and consider the appropriate restraint method to secure the inmate which can include the following:

- Handcuffing the inmate in front or behind their back
- Using a waist-chain with one or both hands cuffed

- Use of leg chains

In circumstances where one of the inmate's appendages is injured or at the direction of medical staff the deputies should consider moving the inmate in a wheelchair or gurney while the inmate is handcuffed or shackled to the device. For proper procedures for handcuffing or restraining pregnant inmates refer to CDM section 7-02/010.00 "Pregnant Inmates."

Deputies shall not allow the inmate to make or receive phone calls, use any computers/devices with email or internet capability, or receive visits from friends or family while at the hospital. If friends or family attempt to visit the inmate, deputies shall advise them the inmate may not receive visits. If the visitors refuse to leave, deputies shall notify hospital security immediately and ensure that the visitors are escorted or removed from the hospital. It is recommended the deputies request the inmate be relocated for security purposes and to prevent family and friends from returning. The deputies shall report the relocation of the inmate to hospital security and the watch commander and advise hospital staff the inmate's location is to remain confidential. The inmate shall not be allowed to communicate with other patients sharing the same hospital room.

If an attorney or clergy attempts to visit the inmate, the deputies shall delay the visit and notify their facility supervisor immediately. The supervisor shall inform the attorney or clergy the visit may be allowed with the understanding that deputies will remain in close proximity and that confidentiality is not guaranteed.

Deputies providing security for inmates with contagious illnesses shall follow directions given by medical staff in order to limit exposure.

### Medical Services Bureau Responsibilities

When an inmate requires continued hospitalization, Medical Services Bureau, acting through the Comprehensive Care Team or Medical Command Center, will assist Custody, Court Services, and Field Operations Divisions in monitoring an inmate's medical status and arranging for the transfer of inmates at private hospitals to LAC+USC Medical Center, or Correctional Treatment Center (CTC) at TTCF as soon as is medically feasible.

NOTE: This does not apply to another agency's inmate while in court and still in the custody of that agency.

### Station or Other Agency Booking

If an inmate is booked at a Sheriff's station or an outside agency, the inmate is ill or injured, the arresting station or agency is responsible for providing security until the inmate receives appropriate medical clearance to be booked and is transferred to a custody facility, or is admitted to the Jail Ward at LAC+USC Medical Center.

### Court Services Responsibilities

If an illness or injury occurs in a court lock-up facility, Court Services Division personnel are responsible for the transportation of the inmate to the nearest county or contract hospital and providing temporary security pending notification to the appropriate custody facility. Personnel from the originating custody facility shall respond and assume responsibility for the inmate's security. NCCF shall assume responsibility and security

for inmates remanded into the Sheriff's custody from Court Services Division's Valley District courts, including; Antelope Valley/Lancaster, North Valley, San Fernando, Newhall/Valencia, and Van Nuys municipal and superior courts. TTCF shall assume responsibility and security for inmates remanded from all other courts.

If the injured or ill inmate has been remanded into the Sheriff's custody but has not been booked, (e.g. court walk-ins, surrenders in court, etc.), Court Services Division personnel are responsible for the transportation of the inmate to the nearest county or contract hospital. They are responsible for providing security until the inmate is admitted to the hospital, booked into the LAC+USC Medical Center Jail Ward, or is approved for transport and booking at the Inmate Reception Center (IRC). Inmates admitted to a hospital which is not equipped with a jail ward shall become the responsibility of custody personnel as described above. Court Services Division personnel are responsible for continuing to provide temporary security pending notification and arrival of personnel from the appropriate custody facility.

### Emergency Situations and Escapes

In the event of any emergency or other unusual circumstance, it shall be the responsibility of the hospital security deputies to notify their facility supervisor as soon as possible. Deputies encountering emergency situations within a hospital, requiring the inmate to be relocated or evacuated (e.g. fire, earthquake, etc.), shall follow the direction of hospital staff.

Inmates who attempt to escape from custody are committing a felony. Deputies shall take immediate action to recapture the inmate. All Departmental policies and procedures governing foot pursuits and the use of force, including the use of deadly force, shall apply. Deputies shall ensure an emergency broadcast is initiated and that their facility is notified by the Sheriff's Communication Center (SCC). The facility watch commander shall contact the nearest Sheriff's station to have a supervisor respond to the hospital immediately and ensure a facility supervisor responds to the location.

If the inmate is able to successfully escape from the custody of the assigned deputies, the deputies shall immediately make contact with the first arriving agency police officer, supervisor, or Sheriff's Department responding personnel and provide them with the information packet.

The overall responsibility for apprehending the escaped inmate shall be with the local law enforcement agency. Department personnel and/or the sergeant at the scene of another jurisdiction shall establish a Department command post with the jurisdiction incident commander and assist the field units as directed by the incident commander. All Departmental escape responding and reporting procedures shall apply.

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## **• • Delineation of Duties - Fire Camp Training Program # 0055**

Effective February 22, 2015, Pitchess Detention Center (PDC) South Facility vacated PDC-East Facility and ceased to operate as "South Annex." East Facility will continue to be occupied by the Fire Camp Training Program and its inmates effective the same date. Responsibility for East Facility, physically and administratively, will be Inmate Services Bureau, Fire Camp Training Program. The budget for the Fire Camp Training Program will fall under the Inmate Services Bureau, and the budget for the housing and care of inmates at East Facility will fall under Custody Services Division, General Population.

The logistical responsibility for medical, safety and force reporting will be divided among the following PDC facilities, per agreements under prior PDC Area Commanders and subject to the approval of current managers:

#### Emergency Response Team

In the event, the Fire Camp Training Program, whether at East facility or the Fire Camp Training Compound (Miracle Dorms), has an emergency that requires an immediate response. i.e., disturbance, escape, use of force, recalcitrant inmate, etc., [REDACTED TEXT]

#### Medical Care/Inmate Down

In the event of a medical emergency, medical staff from [REDACTED TEXT]

#### Use of Force Reporting/Approval

In the absence of Fire Camp Training Program supervisors, use of force reporting and approval shall be handled and approved by South Facility supervisors and watch commander. All approval of force reports shall be directed to the South Facility watch commander and operations channels.

#### Staffing variances and shortages

Fire Camp Training Program supervisors will monitor and manage vacations and sick call-ins through SMS and vacation sign-up protocols to monitor abuse of employee benefits. Sick call-ins will be backfilled by staff from PDC facilities. Injured on Duty and Relieved of Duty personnel will be backfilled immediately by Custody Services Division, General Population to ensure the minimum staffing.

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## • • Prison Rape Elimination Act (PREA) #0056

### PURPOSE OF ORDER:

To establish the duties of the Inmate Services Bureau / Fire Camp Training Facility's PREA Compliance Coordinator and delineate unit specific procedures for handling PREA related incidents.

**SCOPE OF ORDER:**

This order shall apply to all inmates incarcerated at and all personnel assigned to PDC-East / Fire Camp Training Program.

**ORDER:**

It is the policy of ISB / Fire Camp to ensure all PREA related incidents are addressed according to law and department policy. The ISB / Fire Camp PREA Compliance Manager (a.k.a. PREA Coordinator) has been established for this purpose and is identified on the LA County Fire Camps Collateral Duty Statement.

The PREA Coordinator shall be a minimum rank of sergeant. The coordinator shall maintain periodic contact with the LASD PREA Coordinator in order to remain current with PREA related issues.

The PREA Coordinator shall ensure all laws and policies related to sexual assault and abuse within custody facilities are enforced at ISB / Fire Camp through a proper application of policies and procedures. This coordinator shall ensure ISB / Fire Camp unit orders adhere to PREA guidelines.

**PROCEDURES:**

Sexual assault shall not be tolerated at any custody facility operated by the Sheriff. Sexual abuse by an employee, vendor, contracted agency, volunteer, inmate or other non-Department member with a business association with the Department, shall be prohibited. No individual, no matter his or her title or position has the authority to commit or allow sexual abuse of inmates. In accordance with California Penal Code Section 673, Department personnel are required to care and protect inmates remanded to the custody of the Sheriff. Violation of Penal Code 673 is a misdemeanor.

All incidents related to sexual assaults shall be handled according to established policy. Notification to the ISB / Fire Camp PREA Coordinator shall also be made for all sexual assaults and allegations of sexual assault occurring at the Fire Camp Training Unit.

The PREA coordinator shall ensure that the following information is posted within view of every housing area located within PDC East and the Fire Training Camp:



**"NOTICE TO ALL INMATES**  
THE LOS ANGELES COUNTY SHERIFF'S  
DEPARTMENT HAS ZERO TOLERANCE  
FOR SEXUAL ABUSE

If you have been the victim of any  
sexual assault or sexual abuse, **report it.**  
**THERE IS HELP.**

You can do any of the following:

1. Notify any custody personnel
2. Fill out an Inmate Complaint Form
3. Fill out a confidential Medical Request Form
4. Notify the County Ombudsman at:  
**510 S. Vermont, Suite 215**  
**Los Angeles, CA 90020**  
**(213) 738-2003**  
**(800) 801-0030 (Inquires)"**

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• • **Mandatory Rotation of Line Personnel #0057**

**PURPOSE OF ORDER:**

To ensure general job assignments for line personnel assigned to Fire Camp are rotated no less than every six months.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to the Fire Camp Training Unit.

**ORDER:**

The Fire Camp Unit Commander shall ensure line personnel are rotated between job assignments according to Divisional Policy. Rotations shall be done in a manner that upholds safety and efficiency, while allowing personnel to learn numerous job functions. Compliance with this policy does not mandate the changing of regular days off or shift assignments for personnel.

The following table identifies each job assignment area for line personnel at Fire Camp, along with the respective mandatory rotation requirement. All job assignment areas, exempted positions, and special exemptions shall be approved by the respective Division Chief.

Job Assignment Area	Type of Position	Mandatory rotation required at:
Training Deputy	Specialized / Fully exempt	Unit Commander discretion
Training/Security CA	Specialized / Fully exempt	Unit Commander discretion
Title 15	Specialized / Fully exempt	Unit Commander discretion
Main Control	Specialized / Fully exempt	Unit Commander discretion
Dorm 319	Specialized / Fully exempt	Unit Commander discretion

*\* Some positions may require rotation prior to Department mandates. These positions are typically staffed by a team of two or more Department members. One of the team members shall be replaced every year to ensure an adequate training period with the remaining member.*

## **RETENTION OF RECORDS**

The Unit Commander shall ensure that scheduling records are maintained for a minimum of two (2) years to show adherence to Department policy.

## **SEMI-ANNUAL REVIEW**

Because scheduling issues cannot always be anticipated, changes due to training needs, administrative decisions, and the immediate needs of the unit may impact mandatory rotations. In consideration of these potential changes, the unit commander shall review this unit order and Department policies involving mandatory rotation semi-annually. Upon review and approval of the unit order, a copy of the order shall be forwarded to the PDC Area Commander for review.

To ensure compliance with Department policy, a semi-annual audit of the unit order will be conducted by the Custody Services Division Administration Commander.

## • • Proper Handling of Razors # 0058

### **PURPOSE OF ORDER:**

This order establishes policy and procedures for issuance, handling, and disposal of inmate razors.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to the Fire Camp Training Unit.

### **ORDER:**

All razors, either purchased through commissary, or as provided in the inmate indigent kits, include a plastic reusable protective cover. Reusable razors without a cover shall be considered contraband and will be disposed of in the approved contraband disposal containers located at PDC East Facility and the Fire Training Camp. All razors shall have the protective cover in place at all times except during their intended use.

Razors shall be issued to the Fire Camp inmates during laundry exchange, Monday through Friday. Inmates desiring a new razor, shall present their old razor for exchange. The exchanged razor shall be inspected by Fire Camp personnel to insure the razor is intact and has not been altered in any manner. Upon completion of the inspection, a new razor will be issued to the inmate. The Fire Camp inmates shall only possess one razor at any given time. Possession of additional razors by an inmate, shall be considered contraband, and the additional razors shall be collected and disposed of in the approved contraband containers (Refer to Custody Division Manual, section 5-06/010.05 "Allowable Inmate Property, Male Inmates").

Razors turned in for exchange, shall be disposed of in the approved contraband container at the Fire Training Camp. Used razors shall be considered and treated as contaminated "sharps" and gloves shall be worn by Fire Camp personnel while handling used razors. The disposal of all used razors shall be handled in accordance with Custody Division Manual, section 5-07/020.00 "Contraband Disposal."

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## • INMATE SERVICES BUREAU SOUTH UNIT ORDERS

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