

## **Pitchess Detention Center - South Facility**

- **Chapter I - Introduction and Table of Contents**
- • **Section 1 - Introduction of Unit Orders**
- • • 1-01-010 Establishment of Unit Manual
- **Chapter II - Organization and Functions**
- • **Section 1 - Conformance With Division Policies and Procedures**
- • • 2-01-010 Structure and Content of Unit Orders
- • • 2-01-020 Facility Policy and Procedure Revisions and Additions
- **Chapter III - Administrative Orders**
- • **Section 1 - Use of Force/Force Prevention**
- • • 3-01-010 Use of Force Investigations and Audits
- • **Section 2 - Personnel/Training/Scheduling**
- • • 3-02-005 Scheduling
- • • 3-02-010 Mandatory Rotation Of Line Personnel In Custody
- • • 3-02-020 Overtime Hiring and Cancellation
- • • 3-02-025 Film Security Overtime
- • • 3-02-030 Overtime Vacancies Worked by Scheduling Supervisors
- • • 3-02-040 Employee Absence Tracking
- • • 3-02-045 Accessing Scheduling Management System (SMS)
- • • 3-02-050 T.O. Selection and Training
- • • 3-02-060 Training Procedure
- • • 3-02-070 Drug and Alcohol Testing for Commercial Drivers
- • • 3-02-080 Searches of Sworn Personnel, Custody Assistants, Professional Staff and Their Property on the Facility

- • • **3-02-090 Off Facility Errands**
- • • **3-02-100 Searches of Vendors, Volunteers, Contractors and Tours**
- • • **3-02-110 Out of Security Log**
- • • **3-02-120 Staff/Employee Meals**
- • • **3-02-130 On-Duty Gym Use**
- • • **3-02-140 South Facility Employee Fund**
- • • **3-02-150 Photocopy Machine Regulations**
- • • **3-02-160 Trailer and Motorhome parking at the PDC Equestrian Center**
- • **Section 3 - Health and Sanitation**
- • • **3-03-010 Disposal of Dangerous Contraband**
- • • **3-03-020 Mandatory Use of Face Masks (Inmates)**
- • • **3-03-030 Pitchess Detention Center Recycling Program**
- • • **3-03-040 Trash Pickup**
- • • **3-03-050 Facility Cleanliness, Barrack Orderlies, Cleaning Responsibilities and Barrack Inspections**
- • • **3-03-060 Disposition of Hazardous Materials**
- • • **3-03-070 Bio-Hazardous Waste Procedures**
- • • **3-03-080 Pitchess Detention Center Digging and Excavation Procedures**
- • • **3-03-090 Storage of Flammable Material**
- • • **3-03-100 Facility Cleaning and Maintenance Inspections of Waist Chains**
- • • **3-03-110 Handling of Captured or Injured Animals**
- • • **3-03-120 COVID-19**
- • **Section 4 - Facility Inspection/Management**
- • • **3-04-010 Citizens Commission on Jail Violence Sergeant**
- • • **3-04-020 Facility Log**

- • • **3-04-030 UDAL Logs**
- • • **3-04-040 Kitchen Dock and Delivery Procedures**
- • • **3-04-050 Facility and Equipment Inspections**
- • • **3-04-060 Facility Parking**
- • **Section 5 - Facility Security**
- • • **3-05-005 Main Gate Entry Procedures**
- • • **3-05-006 Process Service on PDC Property**
- • • **3-05-010 Security Alarm System**
- • • **3-05-020 Facility Compound Gate Security**
- • • **3-05-030 Tool Security**
- • • **3-05-040 Compound Daily Security Inspections**
- • • **3-05-050 Inmate Safety Checks**
- • • **3-05-055 CCTV and Video Recording Equipment Inspections**
- • • **3-05-060 Supervisorâ€™s Facility Security Inspection**
- • • **3-05-070 Maintenance Requests**
- • • **3-05-080 Facility Towers**
- • • **3-05-085 Perimeter Light Inspection**
- • • **3-05-090 Key Control Procedure**
- • • **3-05-095 Rescue Tool-Safety Cutter Control Procedure**
- • • **3-05-100 Main Control & Administrative Hallway Security**
- • • **3-05-110 Public Tours**
- • • **3-05-120 Maintenance/Instructors/Custody Facility Guest Key and Pass Procedures**
- • • **3-05-130 Use Of Radio By Desk Personnel**
- • • **3-05-140 Portable Radio and Battery Procedures**

- • • **3-05-150 Vehicles Inside of Security**
- • • **3-05-160 Escorting Private Contractor and Vendor Security**
- • • **3-05-170 BOQ Issuance and Key Control**
- • • **3-05-180 Active Shooter Response**
- • • **3-05-190 Laundry Facility Security**
- • • **3-05-200 Drone Incursions**
- • • **3-05-210 Recreational Use of Drones - UAVs on PDC Property**
- • **Section 6 - Emergency Response, Prevention and Preparedness Policy**
- • • **3-06-010 Establishment of Unit Emergency Operations Procedures Manual**
- • • **3-06-020 Lockdown Procedure**
- • • **3-06-030 Fire Prevention**
- • • **3-06-040 Location and Inspection of Air Packs and Fire Extinguishers**
- • • **3-06-050 Video Documentation of Incidents**
- • • **3-06-060 CSI and Scene Containment**
- • • **3-06-070 Armory Inspection and Issuance (Check In-Out) Procedures for the Emergency Response Equipment**
- • • **3-06-080 Satellite Phone**
- • **Section 7 - ERT/Less Lethal-Weapons Deployment**
- • • **3-07-010 MK-9 Deployment Procedures**
- • • **3-07-020 Taser Deployment Procedure**
- • • **3-07-030 Stinger Grenade Deployment**
- • • **3-07-040 Authorization for Use of Special Weapons by Yard Deputy in Emergent Situations**
- • **Section 8 - Vehicle Maintenance and Management**
- • • **3-08-010 Use Of Field Vehicles For Emergency Responses**

- • • 3-08-020 Utility Terrain Vehicles (UTV)
- **Chapter IV - Reporting Procedures**
- • **Section 1 - Reporting Procedures**
- • • 4-01-010 Non-employee Injury Reporting
- **Chapter V - Line Procedures**
- • **Section 1 - Supervision Movement and Transportation of Inmates**
- • • 5-01-010 Inmate Count
- • • 5-01-020 Facility Purge Procedures
- • • 5-01-030 Inmate Orientation Video and Procedures
- • • 5-01-040 Inmate Meals
- • • 5-01-050 Vocational Security, Inmate Dining Area
- • • 5-01-060 Search Procedures (Barrack Searches)
- • • 5-01-070 Search Procedures (Inmate Searches)
- • • 5-01-075 Inmate Worker Check-in/out
- • • 5-01-080 Photographic Identification and Videotaping of Inmate Work Crews
- • • 5-01-090 Inmate Temporary Holding Area Procedures
- • • 5-01-100 Inmate Transportation
- • • 5-01-110 Transportation of Inmate Workers on Pitchess Detention Center Property
- • • 5-01-120 Transportation & Handling of Inmate Field Crew Workers for Injury...
- • • 5-01-130 Inmate Safety Screening System "Smith Detection B-SCAN"
- • • 5-01-140 Use and maintenance of the MobileTrace Ion Spectrometry System
- • • 5-01-150 Handling of Recalcitrant Inmates
- • • 5-01-160 IDR/ODR Rules and Procedures
- • • 5-01-170 Laundry Inmate Work Group and Line Procedures

- • • 5-01-180 Transportation of Injured Civilian Laundry Employees
- • • 5-01-190 Exercise & Recreation Area Supervision
- • **Section 2 - Inmate Health Care and Hygiene**
- • • 5-02-010 Pill Call, Sick Call, and Doctor's Line
- • • 5-02-020 Access to Health Care Urgent Health Care Lists
- • • 5-02-030 Response to Inmate Medical Emergencies
- • • 5-02-035 Automatic External Defibrillators
- • • 5-02-040 Transportation and Security Procedures For Inmate Medical Treatment
- • • 5-02-050 Inmate Treatment and Transportation by Paramedic-Ambulance Service
- • • 5-02-060 Suicide Prevention Program
- • • 5-02-070 Identification and Evaluation of Developmentally Disabled Inmates
- • • 5-02-080 Inmate Showering Procedures
- • • 5-02-085 Inmate Nail Clipper Use
- • • 5-02-090 Exchange and Disposal of Used Inmate Razors
- • • 5-02-100 MRSA and Vermin Control Procedures
- • • 5-02-110 Information Concerning Inmates Exposed to or Infected by a Communicable Disease
- • • 5-02-120 Communicable Disease Protective Equipment
- • **Section 3 - Inmate Laundry**
- • • 5-03-010 Laundry Exchange Procedures
- • • 5-03-020 Inmate Uniform Colors
- • **Section 4 - Inmate Discipline**
- • • 5-01-010 Inmate Discipline Procedures
- • • 5-04-020 Unit Commander Designee of the DRB and IRTS Process
- • **Section 5 - Inmate Grievances**

- • • **5-05-010 Inmate Request-Grievance Procedure**
- • **Section 6 - Inmate Visiting**
- • • **5-06-010 Inmate Visiting Procedures**
- • • **5-06-020 Visits For Outside Workers**
- • • **5-06-030 Access to Courts, Counsel and Legal Mail**
- • • **5-06-040 Law Enforcement, Attorney, and Professional Visiting Procedures**
- • • **5-06-050 Elmer T. Jaffe Visiting Center Procedures**
- • • **5-06-060 Public Information Plan**
- • **Section 7 - Inmate Classification, Processing, and Screening**
- • • **5-07-010 Outgoing Court Line - EM Shift**
- • • **5-07-020 Processing Release Lines**
- • • **5-07-030 Inmate Inventory Audit**
- • • **5-07-040 Inmate Demographics Procedures**
- • • **5-07-050 Reclassification Transfer Request**
- • • **5-07-060 Inmate Lower Bunk Assignment Status**
- • • **5-07-070 Inmate Kitchen Worker Screening**
- • • **5-07-080 Inmate Classification and Job Placement**
- • • **5-07-090 Classification Guidelines for Outside Inmate Workers**
- • • **5-07-110 Alleged Juveniles in Custody**
- • **Section 8 - Inmate Programs, Services, and Rights**
- • • **5-08-010 Inmate Services Functions**
- • • **5-08-020 Inmate Television & Movie Procedures**
- • • **5-08-030 Inmate Purchased Clothing**
- • • **5-08-040 Inmate Movie Loan Program**

- • • **5-08-050 Inmate Recreation and Exercise Procedure**
- • • **5-08-060 Barbershop Operation**
- • • **5-08-070 Inmate Mail Correspondence**
- • • **5-08-080 Newspapers, Books, and Periodicals**
- • • **5-08-090 Inmate Telephone Procedure**
- • • **5-08-100 Inmate Educational Opportunities**
- • • **5-08-110 Inmate Library**
- • • **5-08-120 Inmate Vending and Vending Machines**
- • • **5-08-130 Commissary Procedures**
- • • **5-08-140 Religious Services**
- • • **5-08-150 Alcoholics, Cocaine, and Narcotics Anonymous**
- • • **5-08-160 Prison Rape Elimination Act (PREA) Prevention of Sexual Assault and Abuse**
- **Chapter VI Duty Statements**
  - • **Section 01 Supervisors**
    - • • **6-01-010 Operation Lieutenant Duties**
    - • • **6-01-020 Operations Sergeant Duties**
    - • • **6-01-030 Watch Commander Duties**
    - • • **6-01-040 Watch Sergeant Duties**
    - • • **6-01-050 Line Sergeant Duties**
    - • • **Supervising Line Deputies Duties**
    - • • **6-01-070 Training, Scheduling Sergeant Duties**
    - • • **6-01-070 Training, Scheduling Sergeant Duties**
    - • • **6-01-080 Citizens Commission on Jail Violence Sergeant**
  - • **Section 02 Main Control**



- • • **6-02-010 Watch Deputy Duties**
- • • **6-02-020 Desk Operations Officer Duties**
- • **Section 03 Compound Personnel**
- • • **6-03-010 Compound Officer Duties**
- • • **6-03-020 Title 15 Deputy Duties**
- • • **6-03-030 Rover Deputy Duties**
- • • **6-03-040 Tower Security Duties**
- • • **6-03-050 Inmate Processing Area Deputy Duties**
- • • **6-03-060 Body Scanner Deputy-Officer Duties**
- • • **6-03-070 Inmate Dining Room Security Duties**
- • • **6-03-080 Clinic Deputy Duties**
- • • **6-03-090 Clinic Movement Deputy-Officer Duties**
- • **Section 04 Operations-Support**
- • • **6-04-010 Operations Deputy Duties**
- • • **6-04-020 Logistics Officer Duties**
- • • **6-04-030 Utility-MRSA Cleanup Officer Duties**
- • • **6-04-040 Classifications Officer Duties**
- • • **6-04-050 Inmate Services Officer Duties**
- • • **6-04-060 Ranch Kitchen Senior Duties**
- • • **6-04-070 Maintenance-Special Projects Officer Duties**
- • • **6-04-080 Training Deputy-Officer Duties**
- • • **6-04-090 Scheduling Deputy-Officer Duties**
- • **Section 05 Facility-Ranch Security**
- • • **6-05-010 In-Out Shack Deputy Duties**

- • • **6-05-020 Adam Patrol Unit Duties**
- • • **6-05-030 Main Gate Deputies Duties**
- • • **6-05-040 George-7 Patrol Unit Duties**
- • **Section 06 Ranch Personnel**
- • • **6-06-050 Ranch Kitchen Deputy-Officer**
- • • **6-06-060 Ranch Building Maintenance Officer**