

## Pitchess Detention Center - South Facility

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- **Chapter I - Introduction and Table of Contents**

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- • **Section 1 - Introduction of Unit Orders**

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- • • **1-01-010 Establishment of Unit Manual**

### **1-01-010 Establishment of Unit Manual**

**Effective Date:** 10-02-07

**Revision Date:** 02-11-20

**Review Date:** 02-11-22

**Reference:** CDM 1-09/000.00

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

The purpose of this order is to establish guidelines regarding the Pitchess Detention Center (PDC) South Facility Unit Manual.

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

This order applies to all personnel assigned to, and working at PDC South Facility.

#### **ORDER:**

The official Unit Manual of PDC South Facility is hereby established and is entitled "Pitchess Detention Center - South Facility - Unit Orders." It is a consolidation of unit orders and written procedures governing the operation of PDC South Facility.

The Unit Manual shall be prepared, updated, and distributed by the operations lieutenant or his/her **their** designee.

Statements in this manual found to be in conflict with the Department Manual of Policy and Procedures **(MPP)**

and/or the Custody Division Manual (CDM) shall be deemed invalid; however, any statement(s) in this manual found to be illegal, incorrect, or inapplicable, shall not affect the validity of the remaining content. The operations lieutenant shall forward copies of any new or revised unit orders to Custody Support Services (CSS) for review, prior to implementation (Refer to CDM section 1-09/000.00, "Unit Manuals, Orders, and Duty Statements").

#### PURPOSE OF THE MANUAL

The purpose of the PDC South Facility unit manual includes, but is not limited to the following:

- To standardize policies, rules and procedures within the unit
- To provide a ready reference of rules, policies, and procedures governing unit operations for all concerned or interested individuals, both within and outside the unit
- To comply with the California Board of State and Community Corrections Minimum Standards for Local Detention Facilities, which includes biannual inspections of all facilities, as mandated by Penal Code Sections 6031, 6031.1, and 6031.2

**Revision Date 02/11/20**

**10/02/07 SOUF**

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## • Chapter II - Organization and Functions

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### • • Section 1 - Conformance With Division Policies and Procedures

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#### • • • 2-01-010 Structure and Content of Unit Orders

## 2-01-010 Structure and Content of Unit Orders

**Effective Date:** 02-13-96

**Revision Date:** 02-11-20

**Review Date:** 02-11-22

**Reference:** CDM 1-07/000.00, 1-07/010.00, 1-07/020.00, 1-09/000.00

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

The purpose of this order is to establish an ordered system that promulgates the Pitchess Detention Center (PDC) South Facility's policies and procedures.

**SCOPE OF ORDER:**

This order applies to, unless specifically exempt, all employees assigned to, and working at PDC South Facility.

**ORDER:**

The unit order format shall be as set forth in Attachment "A", and be written utilizing the following structure:

**PURPOSE OF ORDER**

- Describes the necessity of the order
- Defines the nature of the activity or problem

**SCOPE OF ORDER**

- Defines the parameters of the order
- States when or in what circumstances the order applies
- Advises who is responsible for implementation

**ORDER**

- Defines the actual order itself

The PDC South Facility unit order numbering system shall be similar to that used by the Custody Division Manual (CDM). This will facilitate ease of inclusion into the Unit Manual when revisions, updates, or changes are made.

The Unit Manual shall be subdivided as follows:

- Chapter (indicated by one digit followed by a dash [-])
- Section (indicated by two digits followed by a dash [-])
- Subsection (preceded by a zero, if they are numbered under one hundred)

The following is an example of this format:

<u>CHAPTER</u>	<u>SECTION</u>	<u>SUBSECTION</u>
1	05	010

This number represents Chapter 1, Section 05, Subsection 010 (1-05-010).

The Unit Manual shall be divided into the following chapters and sections, and organized in the following manner:

Chapter I – Introduction and Table of Contents

01. Introduction of Unit Orders

- Introduction, approval, review and table of contents of unit orders

Chapter II – Organization and Functions

01. Conformance With Division Policies and Procedures

- Manual establishment, structure, content, organization, maintenance and purpose

Chapter III – Administrative Orders

01. Use of Force/Force Prevention

- Unit orders pertaining to use of force procedures

02. Personnel/Training/Scheduling

- Unit orders pertaining to personnel, training, and scheduling issues and facility management issue

03. Health and Sanitation

- Unit orders pertaining to health, wellness, and cleanliness of the facility

04. Facility Inspection/Management

- Unit orders pertaining to facility management issues

05. Facility security

- Unit orders pertaining to safety and security of the facility

06. Emergency Response, Prevention and Preparedness Policy

- Unit order pertaining to emergent situations and emergency handling procedures

07. ERT/Less Lethal/Weapons Deployment

- Unit orders pertaining to use, maintenance, and management of ERT/less lethal weapons

08. Vehicle Maintenance and Management

- Unit order pertaining to use, maintenance, and management of Sheriff's Department vehicles

Chapter IV – Reporting Procedures

01. Reporting Procedures

- Unit orders pertaining to reporting procedures, documentation, notifications, and accountability

## Chapter V – Line Procedures

### 01. Supervision, Management, and Movement of Inmates

- Unit orders pertaining to the direct supervision, and management, and movement of inmates

### 02. Inmate Healthcare and Hygiene

- Unit orders pertaining to health, wellness, and cleanliness of inmates

### 03. Inmate laundry

- Unit orders pertaining to inmate clothing and laundry

### 04. Inmate Discipline

- Unit orders pertaining to inmate discipline

### 05. Inmate Grievances

- Unit orders pertaining to inmate complaints and requests

### 06. Inmate Visiting

- Unit orders pertaining to inmate visiting

### 07. Inmate Classification, Processing, and Screening

- Unit orders pertaining to inmate housing placement, and work assignments

### 08. Inmate Programs, Services, and Rights

- Unit orders pertaining to inmate programs, services, and rights

## Chapter VI – Duty Statements

Chapter 6 is reserved for South Facility Duty Statements.

Chapter VII – Deleted/Archived and Historical Unit Orders

Chapter 7 is reserved for past unit orders which either no longer apply, or have been repealed, and past versions of unit orders which have been revised.

Chapter VIII – Appendix and Forms

Attachments, forms, reference material, etc.

Other chapters and corresponding subsections may be added as necessary.

Each unit order will shall be assigned to the appropriate chapter with a corresponding unit order number. The subsection numbers will shall be numbered in a sequential order as the unit orders are written. For example, this unit order establishing the structure and content of PDC South Facility unit orders will shall be: Unit Order 2-01-010. All unit orders shall follow this format.

The author of each unit order will shall submit it in this form to the operations lieutenant, or their designee, who shall, after review, forward it to the unit commander for review and approval. The unit commander will shall direct the approved original to Custody Support Services (CSS) for final approval. Upon approval from CSS, the unit commander shall sign the approved version of the unit order and shall cause the unit order to be published and distributed to all concerned personnel.

Copies of the PDC South Facility unit orders shall be distributed as follows:

- Unit commander's office
- Operations lieutenant's office
- Watch commander's office
- Supervising operations assistant's office
- Watch sergeant's office
- Watch deputy's office
- Training office

The original of each unit order shall be maintained by PDC South Facility operations personnel and filed in the administrative files.

Unit orders found to be in conflict with the Department Manual of Policy and Procedures MPP and/or Custody Division Manual CDM shall be deemed invalid, however, any statement(s) found to be illegal, incorrect or inapplicable shall not affect the validity of the remaining content.

**Revision Date 02/11/20**

**Revision Date 02/01/16**

**02/13/96 SOUF**

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• • • **2-01-020 Facility Policy and Procedure Revisions and Additions**

## **2-01-020 Facility Policy and Procedure Revisions and Additions**

**Effective Date:** 10-02-07

**Revision Date:** 02-11-20

**Review Date:** 02-11-22

**Reference:** CDM 1-09/000.00

**PURPOSE OF ORDER:**

The purpose of this order is to facilitate **establish procedures for** revisions and/or additions to the Pitchess Detention Center (PDC) South Facility Unit Manual without compromising the uniformity and integrity of the unit manual.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

**ORDER:**

~~The policy of this command is to~~ **PDC South Facility** continually seeks ideas for improving personnel working conditions, the operation and management of the unit, and inmate safety and security. All personnel are encouraged to submit ideas and suggestions for improvements that could be made to existing, ~~as well as~~ **and** new, unit orders.

To initiate **propose** ideas for unit order additions or revisions, **personnel shall** write a memo explaining the ~~current issue~~, the recommended revisions and/or additions, and the benefits ~~which may be realized by~~ **from** making the additions and/or revisions.

The memo ~~should~~ **shall** be addressed to ~~your~~ **a** direct supervisor who ~~will~~ **shall** review and forward it to the watch commander. After review and approval, the watch commander ~~will~~ **shall** forward it to the **unit manuals coordinator** who ~~will~~ **shall** be responsible for placing the suggestion into the proper "pending" unit manual **add the suggested additions to the appropriate unit order, or create a new unit order and forward the new/revised unit order to the proper channels for approval.** ~~format and routing it through the proper channels for approval (Refer to Custody Division Manual section 1-09/000.00, "Unit Manuals, Orders, and Duty Statements").~~

~~The unit commander shall approve all revised or new unit orders.~~ The unit commander ~~will~~ **shall** have the ultimate responsibility for the manual contents.

When the revision and/or addition is approved, the unit order ~~will~~ **shall** be returned to the unit manuals coordinator who ~~will~~ **shall** ensure it is correct, properly numbered, labeled, dated and indexed. **New and revised unit orders shall be submitted to Custody Support Services (CSS) for approval** prior to being included in the unit manual. The unit manual coordinator ~~will~~ **shall** also assure the changes are properly disseminated to all personnel through unit watch briefings.

**Revision Date 02/11/20**

**Revision Date 12/01/16**

**10/02/07 SOUF**

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- **Chapter III - Administrative Orders**

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- • **Section 1 - Use of Force/Force Prevention**

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- • • **3-01-010 Use of Force Investigations and Audits**

### **3-01-010 Use of Force Investigations and Audits**

**Effective Date:** 09-25-98

**Revision Date:** 02-25-19

**Review Date:** 02-25-21

**Reference:** MPP 3-10/100.00; CDM 7-06/000.00, 7-07/000.00

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

The purpose of this order is to establish procedures and investigation times for supervisors conducting use of force investigations. It will also outline the subsequent use of force quality assurance audits to be conducted by the Pitchess Detention Center (PDC) South Facility unit commander or their designee.

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

This order applies to the unit commander, lieutenants, and sergeants assigned to, and working at PDC South Facility.

#### **ORDER:**



Whenever a supervisor is notified of a reportable use of force incident, or an allegation of force, a timely investigation shall be completed in accordance with Department policy. To ensure all use of force review packages are completed in accordance to Department policy, supervisors shall be expected to complete their investigation within the following time frame:

- Upon learning of a use of force allegation, the investigating supervisor shall initiate an investigation into the allegation.
- The handling lieutenant, and investigating supervisor, shall ensure any Department members involved in force incidents, and witnesses to force incidents, submit written reports prior to going off-duty the day of the incident. Department members who are unable to submit a written report prior to going off-duty the day of the incident shall notify the watch commander. The watch commander shall then provide an explanation and reason for the delay for the submission in the "Supervisor's Report, Use of Force" (SH-R-438P).
- The handling lieutenant shall note all force incidents, during the shift they occur, in the PDC South Facility "Watch Commander's Shift Summary" (watch commander log) located in the following South Facility share files: [REDACTED TEXT]
- The investigating supervisor shall have ten (10) days from the date of the incident in which to complete their investigation and submit a completed, watch commander approved, SH-R-438P package to the operations sergeant.
- The operations sergeant shall review the SH-R-438P, all attachments, photographs, and recorded interviews for accuracy and thoroughness. The operations sergeant shall either approve or return the package for corrections within three (3) days.
- The handling lieutenant shall submit the use of force package to the unit commander no later than twenty one (21) days from the date of the incident. If an extension is needed the handling lieutenant shall request one from the unit commander and include the approved request as part of the use of force package.
- Upon approving the use of force package, the operations sergeant shall schedule a Use of Force Review/Quality Assurance Audit within ten (10) days. The Use of Force Review/Quality Assurance Audit will be conducted by the unit commander, or their designee, and the operations lieutenant.

#### USE OF FORCE REVIEW/QUALITY ASSURANCE AUDIT

The unit commander, or their designee, shall completely review every force review package generated by staff and a "Unit Commander's Use of Force Review and Incident Analysis" (SH-R-438U) form shall be completed. The purpose of the Use of Force Review, Quality Assurance Audit is to ensure the attendant force review documentation is objective, thorough, and absent of bias, hostility, or pressure on the part of the reviewing supervisors or managers.

The Use of Force Review/Quality Assurance Audit will include a review of all watch commander memorandums, tape recordings, written reports, photographs and any other documentation regarding the circumstances surrounding the use of force. All Use of Force Review/Quality Assurance Audits shall be scheduled in advance and attended by the investigating supervisor(s). The Use of Force Review/Quality Assurance Audit shall be documented in a memorandum and placed in an administrative file for review by Department executives. All Use of Force Review/Quality Assurance Audit memorandums shall be retained for five (5) years.

**Revision Date 02/20/19**

**09/25/98 SOUF**

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• • **Section 2 - Personnel/Training/Scheduling**

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• • • **3-02-005 Scheduling**

**3-02-005 Scheduling**

**Effective Date:** 04-22-19

**Revision Date:**

**Review Date:** 04-22-21

**Reference:** MPP 3-02/010.10 / MPP 3-02/010.15

**PURPOSE OF ORDER:**

The purpose of this order is to establish scheduling procedures for personnel at Pitchess Detention Center (PDC) South Facility.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

**ORDER:**

Incoming personnel shall be assigned to a shift and regular days off (RDO) based on the needs of the facility, as determined by scheduling personnel. It shall be the primary responsibility of scheduling personnel to ensure staffing needs remain the first priority and that daily staffing objectives are met.

The following types of schedules are utilized at PDC South Facility:

- 5/2 - One (1) week consisting of five (5) eight (8) hour work days with two (2) RDOs
- 4/3 - One (1) week consisting of three (3) eight (8) hour work days, one (1) sixteen (16) hour (county double) shift, and three (3) RDOs
- 4/10 - One (1) week consisting of four (4) ten (10) hour work days with three (3) RDOs
- 9/80 – Two (2) weeks consisting of nine (9) work days totaling eighty (80) hours

The majority of personnel on all three shifts are on a 4/3 schedule, which provides most employees with three days off in a row. Alternative schedules may be utilized with the approval of the unit commander. A scheduling cycle is a monthly schedule that runs from the first Sunday of the month up to and including the Saturday before the first Sunday of the following month. Cycle changes occur the first Sunday of every other month (a two month cycle).

### SHIFT CHANGES

Personnel may request a shift change if they have successfully completed custody training and are not on an “improvement needed” or mentorship status. Personnel requesting a shift change shall submit an email to scheduling personnel. This email shall include the employee’s name, current shift, facility seniority date, and the desired shift(s) (first and second choice may be requested).

The employee shall be placed, in numerical order, on a shift transfer request list based on the date of the email and rank of the employee. It shall be the responsibility of scheduling personnel to maintain and update the shift transfer request list. Updates to this list shall be made every time a request is received.

In situations where two (2) or more employees send shift change request emails on the same date, the employee with the highest facility seniority date shall be listed first. If they have the same facility seniority dates, the employee with the highest Department seniority date shall be placed on the list first. If they have the same Department seniority dates, they shall be placed on the list in alphabetical order by their last name.

If an employee submits a request for a shift transfer indicating a first and second choice, should the opportunity arise for the employee to transfer to their second choice, unless otherwise specified by the employee, the employee will remain on the list (by date of email) to await a transfer to their first choice of shift. When it is determined that shift movement is necessary, the first employee on the list who requested the concerned shift (regardless of whether or not it is their first or second choice), shall be transferred.

If an employee is offered the opportunity to transfer shifts and they decline the offer at that time, that employee will be moved to the bottom of the shift transfer request list with their same shift choice(s) and a new email date reflecting the date the employee was offered the shift change.

Once the scheduling has started the process of making shift changes in preparation for a cycle (or mid-month) change, additions or deletions from the shift transfer request list will not be considered. These requests will be added/deleted after the new cycle schedule has been completed.

It shall be the individual employee’s responsibility to monitor their placement on the shift transfer request list. It shall also be the employee’s responsibility to notify scheduling if they no longer desire a shift transfer. Any deletion requests must be received prior to the beginning of the process of any shift movement.

If a shift is understaffed, and there are no volunteers to transfer to that shift, the employee who last transferred to the shift that is overstaffed shall be transferred to the understaffed shift. Scheduling shall ensure the employee is returned back to their original shift before any other shift transfers for that shift are made.

### ABSENCE REQUESTS

If personnel need to take a day off of work and would like to request time off, they can submit a request using form 76A8F-SH-R-96, "Absence Request Prior Approval," up to two (2) months ahead of time.

### SPECIALITY ASSIGNMENTS

Personnel interested in working specialized assignments (e.g., PDC ranch field crew, laundry, inmate processing area [IPA], kitchen, yard, inmate services, etc.) shall submit an email to the concerned supervisor as well as the PDC South Facility scheduling sergeant.

When it is determined there is an opening in a specialized assignment, the supervisor overseeing that assignment will select the employee best suited for the position.

## **04/22/19 SOUF**

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### **• • • 3-02-010 Mandatory Rotation Of Line Personnel In Custody**

## **3-02-010 Mandatory Rotation Of Line Personnel In Custody**

**Effective Date:** 02-01-2014

**Reviewed Date:** 04-25-24

**Reference:** Custody Division Manual (CDM) sections 3-01/020.05

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures regarding the rotation of all Pitchess Detention Center (PDC) South Facility line personnel.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

**ORDER:**

South Facility's unit commander shall ensure line personnel are rotated between job assignments at least once every [REDACTED TEXT] The Unit commander has the discretion to exempt the rotation of personnel who are not subjected to inmate contact and have less frequent rotations of personnel in non-coveted specialized positions, with the approval of the respective division chief. Rotations shall be done in a manner that upholds safety and efficiency, while allowing personnel to learn numerous job functions.

It is the policy of South Facility to rotate personnel in a fair and impartial manner. All line personnel assignments at South Facility are separated into four categories: [REDACTED TEXT] month rotational line positions; specialized [REDACTED TEXT] month rotational positions; specialized [REDACTED TEXT] month rotational positions; and fully exempt positions.

An example of an acceptable rotation would be a deputy working [REDACTED TEXT] rotating to [REDACTED TEXT]. Personnel movement shall be monitored by the training and scheduling office for compliance. For additional information regarding mandatory rotation of line personnel, refer to the Custody Division Manual (CDM) section 3-01/0200.05, "Mandatory Rotation of Line Personnel in Custody."

The following tables show all South Facility positions, position type, and length of tenure. Specialized positions were identified as requiring critical knowledge to the operation of the facility and will be subject to review by the unit commander prior to the twelve (12), or [REDACTED TEXT]

[REDACTED TEXT]

NOTE: The rotational periods listed are the maximum time allowed in that position, not a guaranteed length of time in which the person will stay in that position.

Any person assigned to PDC South Facility may be rotated from any position, at any time, due to the needs of the unit at the discretion of the Unit commander.

**Revision Date 04/25/24**

**Revision Date 09/20/23**

**Revision Date 05/17/23**

**Revision Date 01/24/23**

**Revision Date 06/23/22**

**Revision Date 03/18/22**

**Revision Date 04/15/21**

**Revision Date 09/24/20**

**Revision Date 08/08/19**

**Revision Date 11/05/18**

**Revision Date 09/14/18**

**Revision Date 12/14/17**

**02/01/14 SOUF**

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• • • **3-02-020 Overtime Hiring and Cancellation**

## **3-02-020 Overtime Hiring and Cancellation**

**Effective Date:** 11-10-09

**Reviewed Date:** 02-01-24

**Reference:** MPP 3-02/010.15, 3-02/010.16

### **PURPOSE OF ORDER:**

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

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to and/or working at Pitchess Detention Center (PDC) South Facility.

### **ORDER:**

#### HIRING OF PERSONNEL FOR OVERTIME

The scheduling sergeant shall be responsible for hiring all pre-scheduled overtime.

The following criteria shall be adhered to for the hiring of overtime for deputy and custody assistant personnel:

- The employee with the least total number of overtime hours worked at the unit for the current month shall be hired first.
- If two or more employees have the same amount of overtime hours worked at the unit for the current month and previous month combined (in instances of last-minute involuntary hiring), the secondary determining factor shall be Department seniority.
- The hiring of personnel shall be in line with the provisions set forth by the Department Manual of Policy and Procedures (MPP) section 3-02/010.16. Any exceptions to this policy shall be at the discretion of the on-duty watch commander and shall be authorized by the affected Division chief.

Personnel may sign up and make themselves available to be hired for overtime shifts in the Scheduling Management System (SMS). Prior to being hired for any overtime shifts, personnel are responsible for cancelling any positions that will conflict with personal issues or that will create any overtime violations as outlined in MPP section 3-02/010.16.

#### CANCELLING OF OVERTIME

Personnel shall not give away a voluntary overtime position they have been hired for. If personnel are unable to work the voluntary overtime shift, they shall immediately notify the scheduling sergeant, on-duty watch commander, or the on-duty watch sergeant. Scheduling personnel or the on-duty watch sergeant shall designate alternate personnel to fill the overtime shift.

The supervisor notified of the overtime cancellation shall ensure an entry is made in the overtime cancellation log (located in the following South Facility shared file: [REDACTED TEXT]).

#### HIRING OF SERGEANTS AND LIEUTENANTS FOR OVERTIME

The scheduling sergeant is responsible for the hiring of all pre-scheduled overtime shifts for sergeants and lieutenants. The same overtime hiring criteria for deputies and custody assistants, as described above, shall be used for sergeants and lieutenants.

For any last minute or unforeseen sergeant and/or lieutenant vacancies, the on-duty watch commander shall hire/fill any necessary vacancies on a shift-by-shift basis.

**Revision Date 02/01/24**

**Revision Date 07/23/23**

**Revision Date 02/12/20**

**Revision Date 03/23/17**

**11/10/09 SOUF**

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• • • **3-02-025 Film Security Overtime**

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

The purpose of this order is to establish procedures regarding overtime for private entity contracts (i.e., film security).

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

This order applies to all personnel assigned to and working at Pitchess Detention Center (PDC) South Facility.

**ORDER:**

The PDC South Facility movie job coordinator is responsible for facilitating tours of the PDC property to private entities scouting for potential filming locations. Department policy requires any work related to private entity contracts be on overtime. All overtime worked in this capacity will be recorded in the Scheduling Management System (SMS) at the time it is worked to ensure all future overtime hired at South Facility is in accordance with Department policy.

The South Facility movie job coordinator will communicate the requirements of all movie contracts to the South Facility scheduling sergeant. Information provided shall include filming date(s), time(s), location(s), any special requirements and the number/classification of personnel required to fulfill the contract. South Facility scheduling personnel will notify all eligible personnel of the upcoming movie job overtime via email.

Personnel desiring to work the overtime shall sign up in SMS and note "Film Security" in the comments. Due to the long hours and unpredictability of filming, personnel assigned to line positions should be on a regular day off (RDO) to avoid scheduling violations. Personnel may not adjust off to work film security overtime unless they are on a "flex" schedule. Except for the South Facility movie job coordinator, personnel working in a supervisory capacity (i.e., providing supervision of line personnel) may not adjust off to work film security overtime unless authorized by the unit commander.

The South Facility movie job coordinator, having special knowledge of the contract details and legal requirements pertaining to filming, may be scheduled to work the date(s) and time(s) required for filming on overtime. When necessary, the South Facility movie job coordinator's schedule may be modified to avoid timekeeping violations. Exceptions may be made based on facility staffing requirements, complexity of the contract, or other circumstances.

In some instances, South Facility personnel may have limited knowledge regarding the facility where filming is taking place (e.g., PDC East Facility, Fire Camp, etc.). In these cases, one individual who is assigned to the facility where filming is taking place may be hired to work film security overtime. Exceptions may be made (e.g., specialized knowledge or skillset, size/complexity of movie shoot, etc.) at the discretion of the unit commander.

In all other cases, film security overtime will be hired by South Facility scheduling personnel using SMS in accordance with Department policy. If South Facility scheduling personnel are unable to hire enough deputies or custody assistants to fulfill the contract, outside personnel or sergeants may be hired to work film security overtime. If the contract requires that a sergeant be hired, all policies pertaining to overtime hiring shall be followed.

**11/16/2022 SOUF**

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• • • **3-02-030 Overtime Vacancies Worked by Scheduling Supervisors**

**3-02-030 Overtime Vacancies Worked by Scheduling Supervisors**



**Effective Date:** 03-05-13

**Revision Date:** 02-12-20

**Review Date:** 02-12-22

**Reference:** MPP 3-02/280.00, 3-02/280.10; CDM 3-01/060.00

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures and guidelines for hiring utilizing supervising scheduling personnel to be hired for overtime vacancies.

**SCOPE OF ORDER:**

This order applies to all scheduling supervisors at Pitchess Detention Center (PDC) South Facility.

**ORDER:**

While all personnel may volunteer and/or be required to fill vacancies, as necessary, to fulfill the minimum staffing requirements at South Facility, personnel who supervise scheduling personnel shall adhere to the following guidelines:

- Any overtime assigned to, or worked by the scheduling supervisor(s) shall be approved directly by the unit commander prior to commencing work.
- The South Facility unit commander shall ensure:
  - The accuracy of the entire Overtime Worked Report (SH-R-251)
  - The necessity for working the overtime
  - The overtime worked conforms to unit and Department policy
  - The balancing of staffing on each shift to ensure maximum utilization of the Cadre of Administrative Reserve Personnel (C-A-R-P-)
- All Overtime Worked Reports (SH-R-251) submitted by scheduling supervisors shall then be forwarded to the unit commander for review.

**Revision Date 02/12/20**

**Revision Date 01/03/17**

**03/05/13 SOUF**

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• • • **3-02-040 Employee Absence Tracking**

## **3-02-040 Employee Absence Tracking**

**Effective Date:** 01-08-15

**Reviewed Date:** 01-16-24

**Reference:** CDM 3-01/040.00; LA County Code 6.20.080, 6.20.120; MPP 3-01/050.45, 3-01/050.50, 3-02/020.30 - 3-02/040.55

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for tracking unapproved absences and tardiness of employees at Pitchess Detention Center (PDC) South Facility.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to and working at PDC South Facility.

### **ORDER:**

Los Angeles (LA) County Code 6.20.120, "Proof of Absence," states, "Any employee absent due to sickness, injury, pregnancy, quarantine, nonemergency medical or dental care, or on any of the leaves provided for in Section 6.20.080 of this code, may be required, before such absence is authorized or payment is made, to furnish a doctor's certificate or other proof satisfactory to his department head that his absence was due to such causes."

It is critically important that all employees report to work as scheduled. Employees who are consistently tardy, or absent without prior approval, shall be required to provide notice in accordance with this policy.

An employee may be considered consistently tardy, or absent without prior approval when any of the following conditions are met:

- Three (3) or more separate absences in one (1) month
- Two (2) or more separate absences in one (1) month that are in conjunction with the employees' regular days off (RDO)
- One (1) or more unauthorized absence in one (1) month
- Tardy two (2) or more times in one (1) month
- More unexpected absences in one (1) calendar year, than the employee earns in sick leave in one (1) calendar year.

### EMPLOYEE RESPONSIBILITIES

Employees shall notify the facility's on-duty watch commander or watch sergeant as far as possible in advance of any absence, but at least two hours prior to the scheduled reporting time, and shall provide the following information:

- Reason for absence
- Type of absence to be credited
- Expected length of illness/absence
- Telephone number where employee can be reached

If an emergency prevents such notifications within the prescribed time frame, employees shall make such notifications as soon as possible thereafter.

If an employee calls in and is unable to speak with the appropriate supervisor, it is the responsibility of the employee to leave a message for that supervisor and be available for a call-back.

Employees who call in with a medical problem shall remain at home during their shift hours and be available to be contacted by phone or in person. If the employee needs to leave their home, they shall notify the appropriate supervisor (i.e., on-duty watch sergeant or watch commander), and explain the reason and length of time the employee will be absent from home.

When an employee returns from an absence that requires proof of injury, illness, or other absence, the employee shall submit the required documentation within 72 hours to the handling supervisor. The handling supervisor shall immediately provide the scheduling/training sergeant with the documentation. Failure to submit the required documentation within the allotted time will result in an unauthorized absence (UA) on the employee's time sheet, which is an unpaid absence.

Unauthorized absences and excessive tardiness may lead to any of the following:

- Counseling
- Investigation
- "Improvement Needed" reflected on performance evaluation

#### SUPERVISOR RESPONSIBILITIES

Upon receiving a request for an unexpected absence without prior approval, the on-duty supervisor shall:

- Check the absence tracking roster (a list of employees who are excessively absent or tardy)
- If the employee making the absence request is not listed on the roster, the handling supervisor shall exercise their discretion in completing an Absence Request Telephonic Notification (SH-R-96)
- Note: Nothing in this subsection prevents the handling supervisor from imposing the requirements described in the following subsection on any employee, on a case-by-case or as-needed basis.
- If the employee is listed on the roster the handling supervisor shall read to the employee, the "Unauthorized Absence Admonition" which admonishes the employee that the absence will be deemed "unauthorized." The supervisor shall ensure to read that portion of the admonition related to the reason why the employee is calling-in (i.e., medical related or non-medical related) and specify to the employee what is considered "proof satisfactory" (e.g., doctor's note, vehicle repair receipt, etc.)

- The handling supervisor shall complete the SH-R-96 and document the absence as UA
- Give the completed Unauthorized Absence Admonition form to the scheduling/training sergeant, who shall keep track of the applicable 72-hour period
  - If the employee does not provide satisfactory proof of the reason for the unauthorized absence within 72 hours after returning to work, the handling supervisor shall issue a copy of the Final Notice memorandum to the employee, keeping the original on file in the scheduling/training office
  - If the employee provides satisfactory proof of the reason for the unauthorized absence within 72 hours after returning to work, the handling supervisor shall forward the proof to the scheduling/training sergeant, along with an amended SH-R-96
    - The scheduling/training sergeant shall remove the UA from the employee's time sheet and add the employee's desired time off

### Absence Tracking Roster

Each handling supervisor, shall be provided a regularly updated roster of employees who are considered excessively absent or tardy, based on the criteria outlined herein and an analysis of their time records. It shall be the responsibility of the scheduling/training sergeant to update this roster.

When an employee calls in sick, the supervisor taking the call shall refer to the employee's twelve-month call-in history, which is displayed on the Scheduling Management System (SMS). Using both the SMS historical data and the absence tracking roster, the handling supervisor shall determine whether further action is warranted. The time period for tracking employee absences shall be one (1) calendar year.

The scheduling/training sergeant shall ensure the following:

- Newly added employees (indicated on the absence tracking roster by an asterisk) shall read and sign a copy of the attendance memo (located in the following South Facility share file: [REDACTED TEXT])
- The original, signed attendance memo shall be filed in the scheduling/training office
- The employee shall receive a copy of the signed attendance memo

When an employee calls in sick and uses most of their accrued sick leave time, supervisors shall ensure the following:

- Three (3) shifts prior to maximum accrued hours being used:
  - The employee shall meet with shift watch commander to discuss reasons for the excessive absences
  - Possible corrective measures
    - Mentoring
    - Unit level performance review
    - Employee Support Services counseling
- One shift prior to maximum accrued hours being used:
  - The employee shall meet with the unit commander (and the shift sergeant) to discuss alternatives to calling in sick in the future

**Revision Date 01/16/24**

**Revision Date 03/25/20**

**01/08/15 SOUF**

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• • • **3-02-045 Accessing Scheduling Management System (SMS)**

## **3-02-045 Accessing Scheduling Management System (SMS)**

**Effective Date:** 11-10-16

**Revision Date:** 04-22-19

**Review Date:** 04-22-21

**Reference:** MPP 3-07/210.00

### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines and procedures regarding employee access to Pitchess Detention Center (PDC) South Facility's Scheduling Management System (SMS).

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility who are authorized users of SMS.

### **ORDER:**

South Facility employees who are authorized users of the SMS are responsible for viewing their calendar (including overtime schedule) and briefings in a timely manner. Personnel shall view SMS no less than once per day, or notify their supervisor if they are unable to. This is to ensure PDC South Facility employees are consistently up to date on noteworthy departmental, or unit specific information which affects them.

In addition, it is the responsibility of every employee to understand additions, amendments, or deletions to Department policy. Employees who fail to understand any change to Department policy shall immediately contact their immediate supervisor for

clarification.

If an employee experiences issues regarding SMS, the employee shall notify their superior and submit a help

desk ticket via the Cherwell Portal located here: [REDACTED TEXT]

**Revision Date 04/22/19**

**11-10-16 SOUF**

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• • • **3-02-050 T.O. Selection and Training**

## **3-02-050 T.O. Selection and Training**

**Effective Date:** 03-08-96

**Revision Date:** 05-15-20

**Review Date:** 05-15-22

### **PURPOSE OF ORDER:**

This order establishes policy and guidelines **The purpose of this order is to establish procedures** for the selection and training of **Pitchess Detention Center (PDC)** South Facility training officers.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, **and/or working at PDC** South Facility.

### **ORDER:**

#### **SELECTION CRITERIA FOR TRAINING OFFICERS**

Personnel wishing **who want** to be a training officers **should shall** submit an e-mail to the Scheduling/Training sergeant. Training officers **will shall** be chosen by the Scheduling/Training sergeant after an evaluation of all candidates based on the following:

- Performance evaluations
- Supervisor input
- Length of time at the unit
- Knowledge of the facility

All selected training officers ~~should~~ shall demonstrate the following knowledge, skills, abilities and traits:

- The Department's Core Values philosophy
- A professional demeanor/~~role model~~
- Role model
- Excellent communication and writing skills
- Very good interpersonal relations
- An ability to work with all facets of the inmate community

#### MENTORS

Shift sergeants will shall serve as mentors to all selected training officers and act as a resource to direct and assist the training officers with any problems which might arise.

**Revision Date 05/15/20**

**03/08/96 SOUF**

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• • • 3-02-060 Training Procedure

### **3-02-060 Training Procedure**

**Effective Date:** 02-08-95

**Revision Date:** 09-20-17

**Review Date:** 09-20-19

**Reference:** CDM 3-02/010.00, 3-14/050.00 and MPP 3-01/030.73

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

The purpose of this order is to establishes the operational procedures and guidelines necessary to ensure strict adherence to the Custody Operations Division Training Plan and provides a quality training program for all personnel assigned to Pitchess Detention Center (PDC) South Facility. Though resources and time are limited, training shall be considered a priority of this unit.

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

This order applies to all personnel assigned to, and working at PDC South Facility.

**ORDER:**

The training goal of the PDC South Facility shall be to maximize the efficiency of the unit. ~~Specifically, to strive by striving~~ toward maintaining peak officer safety and inmate security. South Facility training shall be in compliance with all local, state, federal laws, rules and regulations. South Facility training shall promote an understanding and compliance with Departmental and Divisional procedures.

This order contains the South Facility training program. To ensure an effective training program, training assignments, responsibilities and collateral duties for unit personnel are identified. The training section, under the guidance of the unit commander, shall be composed of a training lieutenant, training sergeant, and a training deputy.

TRAINING OFFICER/TRAINEE STANDARDS OF CONDUCT

It is the policy of the Department that all Sheriff's personnel newly assigned to a custody facility shall be treated with the consideration and respect that is afforded to all peace officers. The purpose, therefore, of this directive is to ensure that all South Facility trainees are provided with a positive training environment by those currently assigned to the unit.

All personnel are expected to establish a work environment wherein no hazing or discourtesy shall occur. Moreover, all conditions of the Training Officer-Trainee Relationship Agreement (Attachment A) shall be followed.

To assist the unit in enforcing this mandate, the Training Officer/Trainee Relationship Agreement will be briefed by the training sergeant to every trainee/training officer partnership and signed by all parties present.

All personnel assigned to the South Facility will treat trainees with respect and courtesy. Any failure to comply with this directive shall be investigated, documented and appropriately corrected.

NEWLY ASSIGNED EMPLOYEE – ORIENTATION

Each newly assigned employee shall be given an orientation session and a tour of the facility.

TRAINING PROGRAM STRUCTURE

Each trainee will be assigned to a qualified training officer. He/she will be selected from a list of personnel provided by the shift supervisors who have exhibited the ability to instruct and follow a designated training program. During the training period, the trainee will be exposed to a variety of specific subjects and situations which will be evaluated and recorded on provided checklists. Guidance and counseling sessions shall be conducted during the course of training between the line supervisor and the trainee.

The purpose of the training program is to teach Department and Facility rules, regulations, procedures, and generic information. The proper methods and techniques used to perform duties in a custody environment will



be demonstrated and shall be a significant part of the training.

Trainees shall be required to successfully complete the training program by demonstrating proficiency in their ability to perform required tasks, and to have knowledge of the information required to perform competently in all areas of a custody environment.

The training program is twelve weeks in duration. The first week of training involves familiarization and acclimation to the custody environment. Weeks two through eleven (2-11) cover the operation of the South Facility, incident identification and report writing. Week twelve (12) concludes the training period with a final review of all material.

The training checklist identifies skill and knowledge areas a new employee must become familiar with to competently function in a custody environment. The training officer's primary task will be to explain, demonstrate and review each skill or training point of knowledge with the trainee. As the trainee demonstrates a competent level for each skill or training point, the checklist will be initialed and dated by the training officer and by the trainee. The trainee shall demonstrate competent performance in each point on the checklist in order to successfully complete the orientation training program.

At the end of weeks four (4) and eight (8), training officers shall complete a comprehensive performance and training evaluation of their assigned trainees. A conference between the line supervisor, training officer and the trainee will be held after the evaluation is completed. Early identification of weakness or deficiencies in the trainee's performance is necessary to allow enough time to make corrections. This is also an excellent time to identify the trainee's strong points.

If a problem should exist with the trainee's performance, remedial action will be initiated by the training officer. After exhausting all possible resources and courses of action, any additional problems will be remanded to the next higher level through the training staff chain of command. Throughout the remediation process the line supervisor and the training sergeant shall be kept apprised of the problems, courses of action and results.

A final interview between the training sergeant, training officer and trainee is held after the training officer recommends the trainee's release from training. All paperwork related to training is forwarded to the scheduling/training office and is placed in the trainee's training file.

After successfully completing the training program, the unit commander will acknowledge such achievement by requesting a memorandum be placed into the individual's personnel file.

The training program is designed to be completed in twelve (12) weeks. Some personnel may experience training difficulties or personal problems. An extension of the training schedule may be authorized by the training sergeant, with the approval of the training lieutenant. The length of extension shall be commensurate with the problem(s) encountered and the remedial action plan that is prepared.

### IN-SERVICE TRAINING

The watch briefings offer an opportunity to provide a significant amount of in-service training time. During each briefing, unless pre-empted by exigencies, training material should be presented and discussion should take place. When this occurs, the topics and participants who are present shall be documented by the briefing sergeant.

## RECURRENT BRIEFINGS

Since the Department mandates that specific material be re-briefed at frequent intervals, a recurrent briefing file shall be maintained. The specific briefing information that has been identified by the Department Manual of Policy and Procedures (MPP) and the training sergeant shall be indexed and re-briefed at regular intervals.

The recurrent briefing file shall be maintained by the training sergeant. The training sergeant will distribute the material to be briefed to each shift.

Each shift sergeant shall adequately document when the briefing has been read and discussed. Each shift sergeant shall ensure that the personnel on his/her shift are made aware of the recurrent briefing material and understand the information provided.

## STANDARDIZED TRAINING FOR CORRECTIONS (S.T.C.) AND INTENSIFIED FORMATTED TRAINING (I.F.T.)

S.T.C. training is coordinated and presented by the Custody Division training staff. The training is designed to enhance the capabilities and skills of unit personnel. It is extremely important that members of this facility provide input into the S.T.C. curriculum. This will enhance future S.T.C. classes, ultimately providing creating the environment for more efficient learning by those taking the instruction. I.F.T will be handled by the training sergeant and assisted by line supervisors.

The training sergeant shall continuously monitor and evaluate this unit's South Facility's training needs. This assessment shall be documented and provided to the Division and PDC training staff for consideration and possible inclusion into their future training programs. The training lieutenant shall be kept informed on all aspects of the training requirements.

The training sergeant shall be responsible for ensuring that the mandates of S.T.C. training are complied with met and that employees requiring in need of S.T.C. training are scheduled to attend. They shall provide the necessary information relative to training dates, times, location and equipment required. The unit training staff will post an S.T.C. schedule no later than six working days before the scheduled class.

## FIREARMS QUALIFICATION

The training sergeant has the collateral responsibility for monitoring and recording documenting unit personnel firearm qualification scores in accordance with Departmental regulations.

He/she shall ensure that appropriate adequate on-duty scheduling time is provided to enable personnel to meet Departmental firearms qualification mandates.

When remedial training is required, it shall be the responsibility of the training sergeant to ensure that the involved personnel are scheduled and comply with firearm proficiency requirements.

Failure to comply with the established Departmental guidelines may result in disciplinary action. When appropriate, the training lieutenant shall initiate and ensure the completion of appropriate Departmental disciplinary procedures.

## EMERGENCY PROCEDURES EXERCISE

It shall be the responsibility of the training sergeant to set up, coordinate and facilitate emergency procedures exercises. Critiques of the exercise should be written by the watch commander and maintained by the training unit.

An attempt shall be made to conduct an emergency procedures drill at least once each month.

At least one (1) major fire drill shall be conducted every six (6) months. This mandated drill shall involve LA County Fire Department personnel in accordance with Custody Division Manual (CDM) section 3-14/050.00.

The shift sergeant shall conduct a debriefing exercise with unit personnel involved in emergency procedure training exercises. At the conclusion of the debriefing, the assigned watch commander shall record document all training problems noted in the exercise. He/she shall submit them in memorandum form (SH-AD-32A) to the training sergeant, outlining training deficiencies observed and plans for improvement.

Any deficiency noted during the training exercise shall be addressed through additional appropriate training. A plan of action shall be developed by the training sergeant and, when it is approved upon approval by the training lieutenant, it shall be implemented as soon as possible.

## SHIFT ASSIGNMENTS AND TRANSFERS

Shift assignments of personnel are based on unit needs. Newly assigned personnel may be required to transfer to another shift in order to facilitate shift transfer requests made by personnel with more unit seniority. Newly assigned personnel who desire a shift change, after having completed training, may submit a shift transfer request to the scheduling sergeant (for sworn personnel) or the operations sergeant (for civilian personnel).

## VACATIONS

Newly hired employees shall complete one (1) year of County service before they become eligible to use vacation leave time. No payment of vacation hours shall be made to an employee who separates from County service before completing his/her first year (TK-01/011.60 Vacation Leave and Grants).

**Revision Date 09/20/17**

**02/08/95 SOUF**

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• • • **3-02-070 Drug and Alcohol Testing for Commercial Drivers**

## **3-02-070 Drug and Alcohol Testing for Commercial Drivers**

**Effective Date: 12-04-97**

**Revision Date:** 04-22-19

**Review Date:** 04-22-21

**Reference:** The Department of Transportation's (DOT) rule, 49 CFR Part 40

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures regarding compliance with the Federal Department of Transportation (DOT) rules on drug and alcohol testing for commercial drivers.

**SCOPE OF ORDER:**

This order applies to all members assigned to, and working at Pitchess Detention Center (PDC) South Facility who are required to have a California Class A commercial driver license when performing their duties.

**ORDER:**

Department policy mandates that each employee, within the scope of this order, receive a copy of the County DOT policy, and DOT alcohol and drug handbook, before any alcohol and controlled substance testing takes place. Each covered employee shall be required to sign a statement certifying receipt of the County DOT policy and the DOT handbook. The PDC ranch field lieutenant shall be responsible for providing the handbook and policy.

This order will address random testing, and post-accident testing. Reasonable suspicion testing will continue to be conducted according to existing Department guidelines.

**POST-ACCIDENT TESTING**

Post-accident testing shall be conducted after accidents involving drivers whose performance could have contributed to the accident (as determined by the issuance of a traffic citation for a moving violation) and for all accidents involving a fatality, even if the driver is not cited for a moving violation. Post-accident testing shall be administered to the Department driver as soon as practical under the above conditions. The PDC ranch field sergeant will handle the incident on regular business days, Monday-Friday, during normal business hours, 0600-1500 hours. After hours and on weekends and holidays, the incident will be handled by the PDC South Facility watch sergeant. The handling field sergeant shall follow the guidelines established for random testing described in the supervisory training handbook for compliance with the DOT rules on drug and alcohol testing for commercial drivers.

A blood alcohol test shall be administered using the "scientific method" as listed in the United States Code of Federal Regulations (CFR) Title 49 – Transportation. If the blood alcohol test is not administered within two (2)

hours following the accident, the supervisor shall prepare and maintain a record stating the reasons the test was not promptly administered. If not administered within eight (8) hours following the accident, attempts to test shall cease and a record made of why the test was not administered.

If a drug test is not administered within thirty two (32) hours, the supervisor must cease attempts to administer the test and prepare and maintain a record of why the test was not administered.

Drivers who need to be tested, shall be directed to an authorized collection site listed in the supervisor's handbook. During normal business days and hours, the testing centers listed in "Appendix A" of the handbook shall be utilized. After hours and on holidays and weekends, the testing centers listed in "Appendix B" and "C" of the handbook shall be utilized. The driver to be tested shall be given the following three forms to take with them for completion of the test:

- A Treatment Authorization Form
- A U.S. Department of Transportation Breath Alcohol Testing Form
- A Federal Drug Testing Custody and Control Form

These forms can be found in a binder in the watch sergeant's office and in the motor pool senior deputy's office.

The results of a breath or blood test for the use of alcohol, or a urine test for controlled substances conducted by the California Highway Patrol (CHP), local law enforcement or other officials having independent authority for the test, meet the DOT requirements, provided test results are obtained by the Department.

#### RANDOM TESTING

All random testing for PDC South Facility personnel shall be coordinated by the PDC ranch field lieutenant. Names of employees to be tested, chosen at random, will be provided to the PDC ranch field lieutenant by the captain of the Department's Risk Management Bureau (RMB), who is the Department program manager.

The PDC ranch field lieutenant shall follow the guidelines established for random testing described in the supervisory training handbook for compliance with the DOT rules on drug and alcohol testing for commercial drivers.

Drivers who need to be tested, shall be directed to an authorized collection site listed in the supervisor's handbook. During normal business days and hours, the testing centers listed in "Appendix A" of the handbook shall be utilized. After hours and on holidays and weekends, the testing centers listed in "Appendix B" and "C" of the handbook shall be utilized. The driver to be tested will be given the following three forms to take with them for completion of the test:

- A Treatment Authorization Form
- A U.S. Department of Transportation Breath Alcohol Testing Form
- A Federal Drug Testing Custody and Control Form

These forms can be found in a binder in the watch sergeant's office and the motor pool senior deputy's office.

**Revision Date 04/22/19**

**12/04/97 SOUF**

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• • • **3-02-080 Searches of Sworn Personnel, Custody Assistants, Professional Staff and Their Property on the Facility**

## **3-02-080 Searches of Sworn Personnel, Custody Assistants, Professional Staff and Their Property on the Facility**

**Effective Date:** 05-01-15

**Revision Date:** 01-09-19

**Review Date:** 01-09-21

**Reference:** CDM 3-01/090.00, 3-01/090.05, 3-10\010.00; Custody Operations Directive 17-001

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the search and inspection of all personnel and their personal effects, as they enter secured areas of Pitchess Detention Center (PDC) South Facility.

### **SCOPE OF ORDER:**

This order applies to all personnel entering any area defined as "inside security," at PDC South Facility.

### **ORDER:**

With regard to the searches of personnel, watch commanders, sergeants and supervising line deputies are responsible for ensuring compliance with the guidelines established in the Custody Division Manual (CDM), Manual of Policy and Procedures (MPP) and within this order.

This order should preclude and prevent contraband from being brought into the facility willfully or inadvertently.

[REDACTED TEXT]

Personnel are authorized to possess the following property inside security, as outlined in CDM 3-01/090.00:

- Department authorized uniforms and equipment [REDACTED TEXT]
- Water bottle
- Personal hygiene items
- Soft-sided, clear panel, hand held lunch container, not to exceed 13" x 13" x 9"
- Clear backpack measuring no larger than 21" x 12" x 10"
- Departmental training items [REDACTED TEXT]
- Reading material related to work or furtherance of a formal education and self-development
- Prescription and over-the-counter medication in its original container (non-narcotic only)

Prohibited items include, but are not limited to:

- Contraband items of any nature
- Personal computers
- Cellular phones (refer to CDM section 3-01/090.05 for further)
- Video games
- Magazines, books, crossword puzzles, or any other form of reading material not related to the job or deemed inappropriate
- Personal music/audio players
- Any format a movie can be contained in/on (e.g., DVD, Blu-ray disc, digital, or any other form)

## PROCEDURES

The shift watch commander shall designate the shift sergeants and supervising line deputies to conduct random and periodic inspections and searches of sworn personnel and their personal effects, upon signing in for their assigned shift. The searches shall be conducted at a minimum of once a week, per shift. The search shall be documented in the Watch Commander's Log.

All personal property bags brought into custody facilities shall be clear. The decision to bring personal items into the secured area of a custody facility is an individual's decision. Items brought into a secured area should be kept to a minimum and should be limited to items needed during the work day.

Bags/containers brought into the secured area of a custody facility shall be constructed with clear panels. With regard to this policy, a backpack, briefcase, tote or lunch box are considered bags. Personal medications and hygiene products may be stored within a smaller opaque container within the main clear bag.

To ensure the ease of content inspection, identifying markings, stickers, patches, unit logos or graphics shall not obstruct the transparent view of the contents in the bag and shall not be offensive in nature.

A visual inspection of food items should be sufficient, but periodically, or if there is suspicion concerning any food item, it may be manually inspected, probed or opened to complete the search. The actual searching, probing or opening of an employee's food item shall be conducted by personnel in possession of the item, in the presence of the supervisor requesting the search.

The watch commander shall be notified immediately when contraband is found. It will be the watch commander's discretion on how to handle the employee found in violation of this order, based on the egregiousness of the contraband found. Pursuant to Department policy, mandatory notifications and actions

shall be followed in situations in which they are required.

NOTE: The unit commander has the authority to add, delete, or approve any of the above listed items.

**Revision Date 01/09/19**

**Revision Date 04/20/17**

**05/01/15 SOUF**

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• • • **3-02-090 Off Facility Errands**

### **3-02-090 Off Facility Errands**

**Effective Date:** 02-03-98

**Revision Date:** 09-23-16

**Review Date:** 09-23-18

**Reference:** MPP 3-02/010.10

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

The purpose of this order is to establish procedures regarding personnel leaving the Pitchess Detention Center (PDC) property while on duty.

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

This order applies to all personnel assigned to, and working at PDC South Facility.

#### **ORDER:**

There will be no "chow runs" or other personal errands made 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 only leave PDC South Facility for lunch or personal errands, in their personal vehicle, during this specified allotted lunch period.



An allotted lunch period is a thirty (30) minute meal period exclusive of an 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 includes a thirty (30) minute allotted lunch period.

An eight (8) hour post position, which does not include a specific lunch period allotted within that time-frame, is defined as one whose continued presence is essential to the operation of the facility. An employee assigned to one of these positions shall remain on PDC property during his/her tour of duty.

Personnel working consecutive eight (8) hour shifts are specifically prohibited from leaving PDC 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.

**Revision Date 09/23/16**

**02/03/98 SOUF**

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• • • **3-02-100 Searches of Vendors, Volunteers, Contractors and Tours**

## **3-02-100 Searches of Vendors, Volunteers, Contractors and Tours**

**Effective Date:** 08-04-15

**Revision Date:** 01-09-19

**Review Date:** 01-09-21

**Reference:** CDM 3-01/090.05, 3-10/010.00

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the search and inspection of all civilians and their personal effects when entering the secured areas of Pitchess Detention Center (PDC) South Facility.

### **SCOPE OF ORDER:**

This order applies to all volunteer groups (e.g., clergy, Alcoholics Anonymous, Narcotics Anonymous, etc.), contractors, Sheriff's Department maintenance workers, Internal Services Department (ISD) personnel, vendors, and visitors entering any area defined as "inside security," of PDC South Facility.

**ORDER:**

Pursuant to Custody Division Manual (CDM) section 3-10/010.00, each custody facility shall implement procedures governing searches in strict accordance with the above policy. The shift watch commander, sergeants, and supervising line deputies are responsible for ensuring compliance with the above order.

[REDACTED TEXT]

Based on the above, all civilian volunteers and outside program representatives shall meet all the security entry criteria listed in CDM section 3-10/010.00.

All civilians entering PDC South Facility are subject to search, as posted and stated in their signed application.

Civilians (vendors, volunteers, contractors, and tours) are authorized to possess the following property as allowed in CDM section 3-01/090.00:

- Department authorized equipment/appropriate civilian attire
- Water bottle
- Personal hygiene items
- Soft-sided, clear panel, hand held lunch container, not to exceed 13" x 13" x 9"
- Clear backpack measuring no larger than 21" x 12" x 10"
- Materials related to work, furtherance of inmate education, or faith based
- Prescription and over-the-counter medication in its original container (non-narcotic only)
- Computers (with approval of the watch commander) as needed for classes or instruction

Prohibited items include, but are not limited to:

- Contraband items of any nature
- Personal computers
- Cellular phones (refer to CDM section 3-01/090.05 for further)
- Video games
- Magazines, books, crossword puzzles, or any other form of reading material not related to the job or deemed inappropriate
- Personal music/audio players
- Any format a movie can be contained in/on (e.g., DVD, Blu-Ray, digital, or any other form). Educational media and delivery systems shall be pre-approved by the unit commander or their designee.

**PROCEDURES**

All sworn personnel are encouraged to conduct random and periodic inspections and searches of civilian personnel and their personal effects, upon contacting them anywhere on the PDC property. The searches shall be conducted at a minimum of once per week. All searches shall be conducted in the presence of a supervisor, and all search contacts shall be logged in the Watch Commander's Log.

All personal property bags brought into custody facilities shall be clear. The decision to bring personal items into the secured area of a custody facility is an individual's decision. Items brought into a secured area should be kept to a minimum and should be limited to items needed during your work day.

Bags/containers brought into the secured area of a custody facility shall be constructed with clear panels. With regard to this policy, a backpack, briefcase, tote, or lunch box are considered bags. Personal medications and hygiene products may be stored within a smaller opaque container within the main clear bag.

To ensure the ease of content inspection, identifying markings, stickers, patches, unit logos, or graphics shall not obstruct the transparent view of the contents in the bag and shall not be offensive in nature.

A visual inspection of food items is sufficient, but periodically, or if there is suspicion with any food item, it may be manually inspected, probed or opened to complete the search. The actual searching, probing, or opening of a civilian's food shall be conducted by personnel possessing it, in the presence of the supervisor requesting the search.

The watch commander shall be notified immediately when contraband is found. It will be the watch commander's discretion on how to handle the civilian found in violation of this order, based on the egregiousness of the contraband found.

NOTE: The unit commander has the final authority to add, delete, or approve any of the above listed items.

**Revision Date 01/09/19**

**Revision Date 05/10/17**

**08/04/15 SOUF**

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• • • **3-02-110 Out of Security Log**

## **3-02-110 Out of Security Log**

**Effective Date:** 05-15-07

**Revision Date:** 04-23-15

**Review Date:** 04-23-17

**Reference:** MPP 3-01/050.10

**PURPOSE OF ORDER:**

To establish procedures when temporarily leaving security while on-duty at Pitchess Detention Center (PDC), South Facility.

**SCOPE OF ORDER:**

This order shall apply to all custody personnel assigned to and/or working in any capacity under South Facility's command.

**ORDER:**

All personnel shall sign the Out of Security Log, when temporarily leaving or returning to the secured area of the facility (unless required as part of assigned duties). This log is to account for the availability and welfare of all on-duty personnel in the event of an emergency, such as an earthquake or other incident requiring the immediate deployment of personnel. South Facility personnel who work an eight (8) hour shift are not required to be given a meal or exercise break. However, a forty minute break is generally allowed, subject to the needs of the facility. All on-duty personnel are subject to immediate recall to duty at the direction of the Watch Commander.

When an employee leaves his/her post during his/her shift to leave the secure area of the facility [REDACTED TEXT], they shall appropriately fill out the Out of Security Log located in the watch sergeant's office. Employees temporarily leaving the facility for any reason shall notify their immediate supervisor and obtain authorization prior to leaving the facility, refer to South Facility unit order

3-02-090, "Off Facility Errands." Upon returning to the secured area, the employee shall indicate the time of return.

The Watch Sergeant will be responsible for maintaining the posted log. A new log shall be posted each calendar day. The watch sergeant on the early morning shift shall be responsible for ensuring the previous day's log is filed and a new log is prepared. The log shall be filed and stored in the watch sergeant's office and retained for one year.

**Revision Date 04/23/15**

**05/15/07 SOUF**

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• • • **3-02-120 Staff/Employee Meals**

**3-02-120 Staff/Employee Meals**

**Effective Date: 05-15-07**

**Revision Date:** 10-26-16

**Review Date:** 10-26-18

**Reference:** MPP 3-02/010.10 and CDM 3-16/000.00

**PURPOSE OF ORDER:**

To establish the policy for staff meals on all shifts.

**SCOPE OF ORDER:**

All personnel assigned to Pitchess Detention Center (PDC) South Facility.

**ORDER:**

The officer's dining room (ODR), is designed to provide meals to personnel assigned to custody. Any employee whose primary assignment is not custody but is a county employee or a contracted employee, and who is conducting business in a custody facility, may utilize the ODR. There is no charge for the meal, but each employee is entitled to only one meal per shift. On-duty employees shall appropriately complete the Out Of Security Log when leaving for and returning from the ODR. All on-duty personnel are subject to immediate recall to duty at the direction of the watch commander.

Personnel shall limit the amount of food ordered to the amount they are able to consume in one meal. Personnel shall not remove food from the ODR without written permission from the unit commander. Refer to CDM section 3-16/000.00, "Officers Dining Room."

The ODR will be open for meals between specific times during each shift. These times shall be established by the unit commander and shall not be deviated from unless exigent circumstances exist.

Employees may bring food from home. However, any staff member who brings in canned food, bottled drinks, or any other food container, made of a material that is contraband, is personally responsible for its disposal in a contraband container.

**Revision Date 10/26/16**

**10/15/07 SOUF**

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• • • 3-02-130 On-Duty Gym Use

## 3-02-130 On-Duty Gym Use

**Effective Date:** 05-15-07

**Revision Date:** 04-23-15

**Revision Date:** 04-23-17

**Reference:** MPP 3-02/010.10

### **PURPOSE OF ORDER:**

To establish the policy for the use of the gym by authorized personnel.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at Pitchess Detention Center (PDC) South Facility.

### **ORDER:**

[REDACTED TEXT]

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

It shall be the responsibility of the 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.

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• • • 3-02-140 South Facility Employee Fund

## 3-02-140 South Facility Employee Fund

**Effective Date:** 09-07-95

**Revision Date:** 01-31-19

**Review Date:** 01-31-21

**Reference:** MPP 3-05/090.00 through 3-05/090.15

**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the administration of the South Facility Employee Fund.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

**ORDER:**

South Facility has established a nonprofit employee fund. The objective of this fund is to provide a ready source of revenue to assist employees with personal needs and to provide benefits not available from other sources. The South Facility employee fund shall be governed by the Department Manual of Policy and Procedures (MPP), sections 3-05/090.00 through 3-05/090.15.

All employees assigned to South Facility shall be eligible to participate in activities sponsored by the fund. Participation in the South Facility employee fund shall be strictly voluntary and without cost.

Revenue for the fund will be generated from fund raising projects and donations.

The fund will be administered by the employee fund board of directors. The board will consist of one (1) lieutenant, one (1) sergeant, three (3) deputies (one from each shift), one (1) custody assistant, and one (1) professional staff member. The lieutenant shall be a non-voting member, except in the case of a tie.

All members of the board of directors will be elected for a one year term, beginning in January. Notice of the election will be posted and petitions for the elections will be filed in December of the appropriate year. A special election will be held to fill vacancies.

The fund will be audited each month by the operations lieutenant. The unit commander, who has ultimate responsibility for the fund, will also review the fund monthly.

All monies collected will be deposited in the [REDACTED TEXT] where a non-interest bearing checking account is maintained. The bank account is titled [REDACTED TEXT] Employee funds shall not be mixed with county funds.

Checks will be written for all withdrawals made from the account. All withdrawals require two signatures. All

checks will be countersigned by the operations lieutenant, operations sergeant or the operations assistant (OA) III.

Expenditures not in excess of \$50 may be authorized by the fund administrator (operations sergeant) without additional approval. Expenditures over \$50, but not in excess of \$100, may be authorized by the fund administrator with the approval of the unit commander. Expenditures in excess of \$100 may not be made without the approval of a two-thirds majority of the board of directors and the unit commander.

The South Facility employee fund by-laws are a part of this order. A copy is available for examination with the fund ledger in the operations office.

**Revision Date 01/31/19**

**Revision Date 04/28/15**

**09/07/95 SOUF**

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• • • **3-02-150 Photocopy Machine Regulations**

## **3-02-150 Photocopy Machine Regulations**

**Effective Date:** 06-19-14

**Review Date:** 04-22-15

**Revision Date:** 04-22-17

### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for use of the photocopy machine.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to or working at PDC-South Facility.

### **ORDER:**

All photocopy machines located at PDC-South Facility are for County use only and shall not be used for



personnel business. Copiers are intended for use by facility staff. Other county users must supply their own paper.

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• • • **3-02-160 Trailer and Motorhome parking at the PDC Equestrian Center**

## **3-02-160 Trailer and Motorhome parking at the PDC Equestrian Center**

**Effective Date:** 02-16-17

**Revision Date:** 08-20-19

**Review Date:** 08-20-21

**Reference:** MPP 3-01/090.25

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the use and administration of the Jack Bones Equestrian Center at Pitchess Detention Center (PDC), specifically for the purposes of incorporating recreational vehicle (RV) trailers and motorhomes into the PDC Barrack Officer Quarters (BOQ) program.

### **SCOPE OF ORDER:**

This order applies to all PDC facilities/units and personnel wishing to participate in the PDC BOQ program.

### **ORDER:**

In order to accommodate the large number of commuting personnel, the following procedures are in effect allowing personnel to park, and use their personal RVs at the Equestrian Center:

- All personnel must be Sheriff's Department employees.
- All personnel must be assigned to a PDC facility/unit, and maintain a residence outside the Santa Clarita Valley area.
- All personnel must work several double shifts during the month which would necessitate the use of an RV to prevent sleep deprivation caused by commute times to and from work. The determination to authorize the use of an RV in the Equestrian Center shall be based on distance of commute, time between shifts, and frequency of overtime. Frequent shifts requiring extended hours and or compressed schedules (double-single-double) may also qualify. Each request for approval shall be evaluated individually, which may include a review of present and future work schedules.

Note: Exceptions to the above conditions may be made on the basis of personal hardship, with unit commander approval. Work schedule eligibility, and RV usage, shall be verified by the PDC ranch operations sergeant periodically. Authorization to park in the Equestrian Center may be temporarily or permanently revoked at any time for non-compliance.

- Prior to parking at the Equestrian Center, all personnel shall submit an application, and obtain a parking spot number through the PDC ranch office.
- Personnel using an Equestrian Center parking spot with an available electrical “hook-up” shall also submit a completed PDC RV long term housing contract. This contract requires personnel using these designated electrical hookups to consent to a payroll deduction fee of \$20 per month, for the use of the electrical hookup. This fee is directly deposited into the County general fund.

Note: The PDC co-generation electrical plant, which supplies electricity to all PDC facilities including the Equestrian Center, produces a set amount of electricity. The Equestrian Center, as a whole, draws an insignificant amount of power which does not affect other facilities, or the overall operation of the PDC electrical grid.

- Once personnel have been approved to use an Equestrian Center RV parking spot, they shall be issued an Equestrian Center RV pass. This pass shall be displayed in a window, or other visible location within their RV. This pass will designate if it allows parking with “hook-ups” (green) or without “hook-ups” (blue).
- All personnel using an Equestrian Center parking spot shall agree to vacate the equestrian area for any preplanned event. Notifications will be given via email from the PDC ranch office prior to these events.
- No personnel may permanently reside at the Equestrian Center.
- No personnel may store any RVs on PDC property or at the Equestrian Center.
- Failure to comply with these rules may result in the revocation of privileges to use the Equestrian Center.

Once every month, the Ranch operations sergeant shall conduct an audit of the RV Equestrian Center program to ensure compliance with the above referenced guidelines.

**Revision Date 08/20/19**

**Revision Date 07/19/18**

**02/16/17 SOUF**

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## • • **Section 3 - Health and Sanitation**

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### • • • **3-03-010 Disposal of Dangerous Contraband**

## **3-03-010 Disposal of Dangerous Contraband**

**Effective Date:** 10-07-07

**Revision Date:** 08-22-18

**Review Date:** 08-22-20

**Reference:** CDM 5-07/010.00, 5-07/020.00, 5-14/080.00; Unit Order 3-03-070

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the confiscation of items that are inherently dangerous, illegal, hazardous or a violation of jail rules.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

**ORDER:**

Dangerous contraband is any material which could pose a health, safety or security risk to Department personnel, visitors or inmates. These items may include, but are not limited to: metal, wood, plastic, or other items that, in their original form, were intended for legitimate purposes, but have served out their usefulness and could be utilized and/or fashioned into a weapon or an escape tool.

This type of contraband must be immediately removed from the compound and shall be placed in one of PDC South Facility's contraband bins. There are two contraband bins at PDC South Facility. [REDACTED TEXT] If the contraband is too large for the contraband bin, the recovering personnel shall ensure the item(s) are removed from the facility, [REDACTED TEXT]

It will be the responsibility of the early morning (EM) inmate processing area (IPA) and clinic deputies/officers to ensure the contraband bins [REDACTED TEXT] are emptied once they are full. When the bins need to be emptied, the IPA or clinic deputy/officer shall contact the EM Methicillin-resistant Staphylococcus Aureus (MRSA) cleanup officer and advise that their respective bin needs to be emptied. Under the direct supervision of the EM MRSA cleanup officer, the contents will be bagged by an inmate wearing gloves and placed in a secure location. The EM MRSA cleanup officer shall advise the day shift PDC ranch field trash crew to arrange for the contents to be picked up and discarded or destroyed.

Any contraband such as weapons, narcotics, narcotics paraphernalia or contraband which is determined to be evidence, shall be handled according to Departmental policy and Custody Division Manual (CDM) section 5-14/080.00, "Narcotic Evidence Booking Procedures."

Any contraband determined to be a bio-hazard shall be handled according to South Facility unit order 3-03-

070, "Bio-Hazardous Waste Procedures."

**Revision Date 04/22/19**

**Revision Date 04/06/16**

**10/07/07 SOUF**

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• • • **3-03-020 Mandatory Use of Face Masks (Inmates)**

### **3-03-020 Mandatory Use of Face Masks (Inmates)**

**Effective Date:** 05-14-20

**Revision Date:**

**Review Date:** 05-14-22

**Reference:** COD 20-006; Unit Order 5-01-060; CDM 5-03/050.00, 7-02/020.00

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

The purpose of this order is to establish requirements for the use of face masks by inmates at Pitchess Detention Center (PDC) South Facility during the COVID-19 response.

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

This order applies to all personnel assigned to, and/or working at PDC South Facility.

#### **ORDER:**

The Department sent out Custody Operations Directive (COD) 20-006 to mitigate the spread of COVID-19 within the jails. Per COD 20-006, custody personnel shall ensure inmates wear jail-issued face masks when outside of their housing areas (e.g., during escorts, clinic passes, urgent care, court line, housing movement, etc.). When inmates are in common areas (i.e., dayrooms), they should be encouraged to wear masks and socially distance.

If an inmate refuses to wear a face mask in applicable situations, custody personnel shall contact a line

supervisor, and follow recalcitrant inmate procedures delineated in PDC South Facility Unit Order 5-01-060, "Handling of Recalcitrant Inmates" and Custody Division Manual (CDM) Section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."

A supervisor shall respond to the location and discuss the associated risks and encourage the inmate to wear their mask. If the inmate continues to refuse to wear a face mask, they shall be ordered to return to their housing location.

If an inmate refuses to wear a mask in order to be escorted to a medical treatment area, custody personnel shall follow the medical refusal procedures delineated in CDM Section 5-03/050.00, "Access to Health Care."

All refusals shall be documented in the Uniform Daily Activity Log (UDAL).

In the event of a medical emergency, medical exigency shall supersede the face mask requirement.

Each day, PDC South Facility main control personnel shall play the "Face Mask Care & Instruction for inmates" video which advises inmates on how to properly wear face masks. Main control personnel shall also broadcast daily PA announcements advising inmates to wear their face masks in public areas, and practice proper social distancing. The daily PA announcements and playing of the video shall be documented in the daily desk log by the watch deputy.

It is the responsibility of line supervisors to monitor the areas under their supervision and continuously advise employees on these procedures in order to ensure compliance with this directive.

**05/14/20 SOUF**

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• • • **3-03-030 Pitchess Detention Center Recycling Program**

## **3-03-030 Pitchess Detention Center Recycling Program**

**Effective Date:** 02-01-14

**Revision Date:** 07-31-18

**Review Date:** 07-31-20

### **PURPOSE OF ORDER:**

This order establishes policy and guidelines regarding the collection of all recyclable materials which are placed into designated recycling areas or bins.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC).

**ORDER:**

Assembly Bill (AB) 341 was approved by Governor Brown on October 5, 2011. AB 341 requires all businesses, which generate four (4) or more cubic yards of garbage per week, to recycle, effective July 1, 2012. The PDC Recycling Center began operating on January 10, 2014. The program's mission is to maintain compliance with AB 341, to reduce trash disposal costs, and to encourage individuals working at PDC to participate in recycling efforts for the betterment of PDC.

Virtually all of the trash on PDC property is sent to the recycling center for sorting. These areas include, but are not limited to, the bachelor officer's quarters (BOQs), North County Correctional Facility (NCCF), South Facility, North Facility, East Facility, Court Services Transportation (CST) Bureau, PDC laundry facility, Parks Bureau, Detective's Bureau (DB), custody training, the weapons range, and Facilities Services Bureau (FSB).

Any recyclable materials (e.g., aluminum, plastic, glass, cardboard, etc.) placed in designated trash and recycling bins will be the property of, and collected and recycled by, the PDC recycling center.

Individuals shall not personally collect and recycle, for their own personal financial gain, any material designated to be handled by the PDC recycling center.

**07/31/18 SOUF**

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• • • **3-03-040 Trash Pickup**

**3-03-040 Trash Pickup**

**Effective Date:** 01-05-95

**Revision Date:** 02-24-17

**Review Date:** 02-24-19

**Reference:** CDM 5-11/050.00

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures 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, and working at Pitchess Detention Center (PDC) South Facility, specifically personnel assigned as facility security, utility cleanup, the kitchen and work crew deputies/custody assistants, and motor pool truck drivers.

**ORDER:**

Trash collected at PDC South Facility is broken down into the following four areas:

- Compound trash
- Kitchen trash
- Administration trash
- Line Administration

COMPOUND TRASH

The officers assigned to each compound are responsible for ensuring that the barrack inmate workers have collected all trash from inside and outside of the barracks. The trash shall be placed into a large plastic trash bag and set on the barrack porch for pickup prior to each morning's inmate count.

After the morning count, utility work crew inmates will collect the trash from the porch of each barrack. The collected trash shall be left inside a utility cart, taken to the kitchen dock, and placed inside the dock trash compactor.

As duties allow, the Inmate Processing Area (IPA) and methicillin resistant staphylococcus aureus (MRSA) work crew officers will utilize work crew inmates for taking trash to the kitchen dock area and placing it into the trash compactor. This will supplement the responsibilities of the utility and kitchen cleanup crews.

ADMINISTRATION TRASH

The building maintenance crew is responsible for cleaning up and removing the trash from the administration area offices.

KITCHEN TRASH

The trash and garbage generated in the PDC South Facility kitchen is collected by the PM shift kitchen inmate workers throughout their respective shift, and shall be taken to the north side of the kitchen. It is the responsibility of the kitchen officer to have the trash placed into the trash compactor during their shift.

LINE ADMINISTRATION

The AM and PM shift MRSA work crews are responsible for trash pickup in the watch commander/watch

sergeant office, main control, medical and dental work areas, the Title 15 office and the briefing room.

The PDC South Facility motor pool is responsible for picking up trash and garbage compacted at the PDC South Facility trash collection area.

**Revision Date 01/09/19**

**Revision Date 02/24/17**

**01/05/95 SOUF**

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• • • **3-03-050 Facility Cleanliness, Barrack Orderlies, Cleaning Responsibilities and Barrack Inspections**

## **3-03-050 Facility Cleanliness, Barrack Orderlies, Cleaning Responsibilities and Barrack Inspections**

**Effective Date:** 08-31-00

**Revision Date:** 09-18-15

**Review Date:** 09-18-17

**Reference:** CDM 7-02/000.00

### **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 South Facility.

### **ORDER:**

All personnel on each shift share in the overall responsibility to maintain the South Facility in a clean and



functional operating condition. In addition to the daily general upkeep and cleaning that must take place on each shift, specific cleaning responsibilities shall be assigned. 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 either the Title 15 sergeant or their designee 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 electronic Uniform Daily Activity Log (e-UDAL).

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 dust pan
- Cleaning Rags
- One squeegee (for cleaning the shower areas)
- Box of latex gloves
- One bottle of disinfectant

When not in use, the above supplies, with the exception of wet mops, shall remain locked in the supply closets, located on the porch of each barrack. All mops, when not in use, will be stored on the mop racks located on the outside of each barrack. These racks will be used to air dry the mops. South Facility personnel SHALL not allow inmates to hang the mops through the chain link fence. Compound 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 personnel, routinely assigned to a particular compound, 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 assigned day shift compound officer will be responsible to ensure that the barrack orderlies are aware of the requirements of their specific job. The assigned compound prowler 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:

## Pitchess Detention Center - South Facility

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- 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
- Toilets, urinals, sinks, showers, and basins shall be cleaned daily
- Trash shall be removed from all housing, shower, and medical areas daily
- Windows shall be washed frequently, and screens shall be kept clean at all times
- Unless protected by trash can liners, garbage and trash receptacles shall be emptied and sanitized frequently
- Walls shall be washed frequently (with a commitment to regularly remove graffiti)
- Floors shall be swept and mopped daily
- Clinic areas shall be cleaned and sanitized daily

During the week, inmates on the following bunks shall be responsible for cleaning the above areas on their indicated day:

- Monday Bunks 1 thru 13
- Tuesday Bunks 14 thru 26
- Wednesday Bunks 27 thru 39
- Thursday Bunks 40 thru 52
- Friday Bunks 53 thru 65
- Saturday Bunks 66 thru 78
- Sunday Bunks 79 thru 90

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.

### **MOLD INFESTATION PROCEDURES**

In the event a large mold infestation is discovered, immediate attempts shall be made to remove the infestation. A solution of 60% BLEACH/ 40% WATER should be sprayed on the affected area and scrubbed with a brush. Reapply the solution until the area is mold free. Wipe the area down with a clean cloth and allow it to dry. If necessary, prepare the affected area with "Zinsser mold killing primer," and apply a finish paint once it is applicable to do so.

Inmates shall not have access to bleach or "Zinsser mold killing primer." These items shall be locked in a storage container and maintained by maintenance personnel. When the above cleaning materials are needed, the requesting deputy or officer shall notify maintenance personnel via a maintenance request on South Facility's intranet page.

For large mold infestations, Facilities Services Bureau (FSB) shall be notified immediately. FSB personnel shall determine the source of the infestation and the steps for treatment.

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• • • **3-03-060 Disposition of Hazardous Materials**

## **3-03-060 Disposition of Hazardous Materials**

**Effective Date:** 10-01-07

**Revision Date:** 04-22-19

**Review Date:** 04-22-21

**Reference:** MPP 3-02/050.25, 5-06/090.00, 5-06/090.05; CDM 3-15/010.00

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the identification of hazardous materials and outline procedures for the proper removal and disposal of such materials.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

### **ORDER:**

PDC South Facility maintains a hazardous materials inventory list. A copy of this list is kept in the [REDACTED TEXT]. The list is revised every year to update the inventory of products stored in the facility. The list is comprised of an inventory of products considered to be hazardous due to the nature and/or volume of product stored.

All personnel at PDC South Facility shall comply with the hazardous waste laws and regulations as stated in the California Health and Safety Code, and as defined by state law in the California Code of Regulations.

Hazardous waste is any chemical wastes which are toxic, corrosive, reactive, or ignitable. Hazardous materials include oil, coolant, fluorescent lighting, parts cleaner, photo developer, printing inks, solvent-based paint, spray booth filters, batteries, toxic metal dusts and sludge from machine shops, caustic cleaners, petroleum-based solvents, and waste printing solvents.

PROCEDURE

- Before dropping off any hazardous materials at the HazMat area, call the [REDACTED TEXT], to set up an appointment.
- Prepare a written list of the types and quantities of hazardous materials intended for disposal.
- All containers shall be properly labeled indicating its content and shall be in good condition (no cracks, rust, or leaks). All palletized material shall be labeled and securely packaged.
- FSB personnel will assist custody staff with proper documentation and storage.

**DO NOT DROP OFF MATERIALS WITHOUT NOTIFYING FACILITIES SERVICES BUREAU.**

**Revision Date 04/22/19**

**Revision Date 02/01/17**

**10/01/07 SOUF**

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• • • **3-03-070 Bio-Hazardous Waste Procedures**

## **3-03-070 Bio-Hazardous Waste Procedures**

**Effective Date:** 10-07-07

**Revision Date:** 11-26-16

**Review Date:** 11-26-18

**Reference:** MPP 5-06/090.00 & 090.05; Medical Waste Management Act, Section 118280; Title 8, California Code of Regulations, Section 5193

### **PURPOSE OF ORDER:**

To establish guidelines for disposal of Bio-Hazardous waste for Pitchess Detention Center (PDC) South Facility.

### **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 on PDC South Facility property.

**RESPONSIBILITY**

PDC South Facility Ranch Operations Custody Assistant will transport each facility's Medial Services Bio-Hazardous Waste Collection Container to the PDC Hazardous Waste Accumulation Storage Site.

Medical Services Bureau (MSB) personnel at PDC South Facility, shall ensure that on Tuesday of each week the Bio-Hazardous Waste Collection Container is at the designated collections point at the specified time.

MSB management will be responsible for maintaining a suitable contract with a state approved and licensed contractor for transporting and disposing of the

Bio-Hazardous waste from PDC. Additionally, MSB is responsible for providing equipment and supplies, as well as employee training, in order to perform this assignment safely.

**FACILITY PACKAGING** (MSB Personnel)

All Bio-Hazardous waste, collected from Bio-Hazardous waste receptacles shall be tightly sealed in a leak proof Bio-Hazardous plastic bag and discarded in the

Bio-Hazardous Waste Collection Container. Any plastic waste bag found to be damaged or leaking, upon removal from the waste receptacle, shall be tightly sealed by the MSB Staff.

The damaged bag shall then be placed into another leak proof Bio-Hazardous waste bag prior to placing it into the facility's Bio-Hazardous Waste Collection Container (refer to cleaning).

The Sharps needle container shall not be placed in the same Bio-Hazardous plastic bag with the discarded Bio-Hazardous waste, however the Sharps containers shall be placed in the Bio-Hazardous Waste Collection Container for transportation to disposal site.

"Sharps Container" means a rigid puncture-resistant container that, when sealed, is leak resistant and cannot be reopened without great difficulty per California Health and Safety Code section 117747.

**FACILITY PICK UP**

The Bio-Hazardous Waste Collection Container will be transported to the PDC Bio-Hazardous Waste Accumulation Site on Tuesday of each week, between 0900 hours and 1400 hours.

**TRANSPORTING**

MSB Bio-Hazardous Waste Collection Container(s) will be transported to the Waste Accumulation Site in a Sheriff's black and white pick-up truck. The bed of this vehicle will be suitably equipped to secure the Bio-

Hazardous Waste Collection Container(s) placed within it. Vehicles other than an appropriately equipped County vehicle shall not be used.

The Bio-Hazardous Waste Collection Containers that can be transported in the vehicle are limited to the amount of space. The specified vehicle used shall carry these containers "undeformed and secured in an upright position." An additional transportation run will be made for containers which cannot fit into the initial load.

The Bio-Hazardous Waste Collection Containers shall be immediately taken to the PDC Bio-Hazardous Waste Accumulation Site after they have been loaded from the various staging areas.

The driver will drive directly to the [REDACTED TEXT], obtain the key for the Waste Accumulation Site, lock and dump each of the Bio-Hazardous Waste Collection Containers into the accumulation receptacle. It is unnecessary to touch or lift out the individual red bags to remove them from each collection container. The empty

Bio-Hazardous Waste Containers will then be returned to [REDACTED TEXT].

### **PERSONAL PROTECTIVE EQUIPMENT**

Disposable gloves - Disposable medical gloves will be provided and utilized by all employees when handling Bio-Hazardous waste. The gloves provide protection against direct skin contact with the Bio-Hazardous materials. The gloves may be discarded as normal refuse unless soiled by Bio-Hazardous waste material. The gloves shall not be washed and reused.

Disposable aprons - Disposable aprons are intended to keep outer garments from contamination. Since the exterior surface of the Bio-Hazardous Waste Collection Containers are not contaminated with Bio-Hazardous waste materials, it is unlikely that an employee handling them would have his or her outer garments contaminated with Bio-Hazardous materials. The aprons will be made available to those who desire to utilize them. The aprons shall be discarded as normal refuse after use, unless it has come into direct contact with Bio-Hazardous waste materials.

If the personal protective equipment (gloves/aprons) should come in contact with

Bio-Hazardous waste materials and become contaminated, these items shall be handled in accordance with the packaging guidelines as set forth in the previous paragraph(s).

Should any of the handling and/or transporting equipment become contaminated, cleaning shall be accomplished in accordance with the cleaning section of this policy and procedure.

### **WASTE HANDLING EQUIPMENT**

MSB Bio-Hazardous Waste Collection Container - An industrial strength container constructed of a hard thermoplastic (polyethylene or equivalent material). The container will be red in color, durable, dent resistant, equipped with reinforced grip handles, a tight seal lid, and seamless in design. The container and lid must be suitably marked with the words "BIO-HAZARD," and the international

Bio-Hazard symbol shall be affixed and visible from any lateral direction. Additionally, the container and lid must be able to withstand steam cleaning and other sanitizing procedures. The size of this container shall be limited to a maximum size of 35 gallons.

PDC Bio-Hazardous Waste Accumulation Site - The Waste Accumulation Site is secured and delineated area, located [REDACTED TEXT]. At the site is the receptacle for collecting the contents of the Bio-Hazardous Waste Collection Container. The [REDACTED TEXT] controls the access to the enclosure.

Bio-Hazardous Plastic Waste Bags - The plastic bags (or liners) shall be the appropriate size and shape for use in the designated containers. The bag will be red in color, labeled with the international 'Bio-Hazard' symbol and have warnings in English and Spanish. The bags will meet the American Society for testing & materials (ASTM) 165-gram dart test and Elmedorf tear test.

Medical Clinic Bio-Hazardous Receptacles - Rigid containers with tight fitting lids are lined with a plastic Bio-Hazardous waste bag. The receptacle is to be clearly marked with the international "BIO-HAZARDOUS" waste symbol so as to be visible from any lateral direction.

Transportation Vehicle - A County vehicle used to transport Bio-Hazardous waste containers. A Sheriff's black and white pick-up truck which is equipped to secure the Bio-Hazardous waste collection Containers upright within it's cargo area.

### **PERSONNEL TRAINING**

Employees performing this procedure will be provided training. The training will include:

1. Overview of the program and work practice controls.
2. Use of personal protection equipment and limitations.
3. Exposure control procedure to minimize exposure
4. Concept of Universal Precaution
5. Hands-on training for use of equipment

### **CLEANING**

Sanitizing, disinfecting, or sterilization shall consist of an alcohol wash or an equivalent alcohol base chemical, such as isopropyl alcohol, etc.

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- • • **3-03-080 Pitchess Detention Center Digging and Excavation Procedures**

## **3-03-080 Pitchess Detention Center Digging and Excavation Procedures**

**Effective Date:** 04-05-13

**Reference:** FSB Unit order 2010-01LASD Digging and Excavation Procedure: ACL/OSHA Standard California Code of Regulations, Title 8 Sections 1540 & 1541

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures to ensure that proper safety measures are utilized when digging and excavation work are performed on Pitchess Detention Center property.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to PDC South Facility.

**ORDER:**

The PDC South Facility digging and excavation procedure shall be followed for all digging and excavation work. The purpose of the procedure is to ensure that Dig-Alert, utility companies, and FSB management are fully aware of the intent to dig or excavate. The procedure requires that specific measures are taken to protect the health and safety of employees and inmate workers.

PROCEDURE

This procedure applies to all persons performing any digging and/or excavation on Pitchess Detention Center property.

Any persons desiring to dig on Pitchess Detention Center property more than fourteen (14) inches in depth by hand, or any depth utilizing power equipment must complete a "Pitchess Detention Center Digging and Excavation Request" form. It shall be submitted to their appropriate supervisor at least three (3) working days in advance, to provide for proper investigation and clearing. Under emergency conditions, the three-day and depth requirement can be waived by watch commander with concurrence from FSB.

When digging by hand, a cautious exploratory process shall be utilized regardless of depth. DIGALERT must be called at: (800) 227-2600 or 811 at least three (3) working days and no more than fourteen (14) calendar days in advance of the digging or excavation. FSB and all applicable utility companies shall also be notified.

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• • • **3-03-090 Storage of Flammable Material**

**3-03-090 Storage of Flammable Material**

**Effective Date:** 10-01-07



**Revision Date:** 10-26-16

**Review Date:** 10-26-18

**Reference:** CDM 3-15/010.00

**PURPOSE OF ORDER:**

This order establishes policy and procedure for the storage of flammable materials.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to Pitchess Detention Center (PDC) South 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. The outside maintenance storage area [REDACTED TEXT] and the utility storage area [REDACTED TEXT] have been designated as the flammable material storage areas for those supplies used by compound personnel.

Personnel who discover any flammable liquids improperly stored shall notify either the Field or Compound Sergeant (depending on the location of discovery), who will respond and ensure the substance is moved to the designated storage area.

The Field Sergeant is responsible for the storage of materials used on the PDC property (outside of the South Compound) including [REDACTED TEXT]

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• • • **3-03-100 Facility Cleaning and Maintenance Inspections of Waist Chains**

**3-03-100 Facility Cleaning and Maintenance Inspections of Waist Chains**

**Effective Date:** 04-22-14

**Revision Date:** 04-22-19

**Review Date:** 04-22-21

**Reference:** CDM 7-03/010.00

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the cleaning and maintenance inspections of waist chains at Pitchess Detention Center (PDC) South Facility.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

**ORDER:**

PDC South Facility has a total of six (6) waist chains located at PDC South Facility main control (South David). Since PDC South Facility does not currently utilize the electronic Uniform Daily Activity Log (e-UDAL), the watch deputy and desk officer who are assigned to South David, for each shift, are responsible for documenting the waist chain inventory on the ERT Desk Inventory Log. This log is located in the following PDC South shared file: [REDACTED TEXT]

If a waist chain becomes defective or damaged, it shall be brought to the attention of South Facility operations and a request for a replacement shall be made.

Waist chain inventory and maintenance audits shall be part of the annual command inspections.

Waist chains shall be sanitized once per shift, and as soon as feasible after having been placed on inmates to prevent the transmission of communicable diseases (e.g., conjunctivitis, scabies, MRSA etc.) in accordance with the sanitation instructions.

After each waist chain has been sterilized, the cleaning shall be documented on the ERT Desk Inventory Log by the watch deputy.

Waist chains that have been placed on an inmate known to have been, or suspected of being, infected by a communicable disease shall be taken out of circulation and shall not be used on another inmate until they have been sanitized.

Personnel shall use the appropriate mixture of solution (CITRACIDE-2 oz. per one gallon of water) and thoroughly spray it onto the waist chains. The solution shall be allowed to air dry for approximately 10 minutes prior to the waist chains being put back into circulation.

**Revision Date 04/22/19**

**04/22/14 SOUF**

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• • • **3-03-110 Handling of Captured or Injured Animals**

## **3-03-110 Handling of Captured or Injured Animals**

**Effective Date:** 01-01-09

**Revision Date:** 02-17-10

**Review Date:** 11-01-12

### **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 [REDACTED TEXT]
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 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, [REDACTED TEXT]

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• • • **3-03-120 COVID-19**

## **3-03-120 COVID-19**

**Effective Date:** 06-09-20

**Revision Date:**

**Review Date:** 06-09-22

**Reference:** CDM 3-14/040.00

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for handling Coronavirus Disease 2019 (COVID-19) at Pitchess Detention Center (PDC) South Facility.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and/or working at PDC South Facility.

**ORDER:**

**Identification and Transport**

Any inmate housed at PDC South Facility displaying symptoms of COVID-19 (i.e., temperature over 100.4 degrees, coughing, or difficulty breathing) shall immediately be evaluated in their barrack by PDC South Correctional Health Services (CHS) personnel and deemed a "Person Under Investigation" (PUI). A PHR 200 "Medical Report" shall be filled out and faxed to PMB Central Housing Unit (CHU) – North. The PUI inmate shall then be transported to, and rehoused at Twin Towers Correctional Facility (TTCF) by deputy personnel. Transporting deputies shall don appropriate personal protective equipment (PPE) which may include a disposable gown/suit, N-95 mask, disposable gloves, and safety goggles.

The PUI inmate being transported shall wear a surgical mask or other designated PPE and wash their hands prior to being handcuffed and transported.

Following a PUI inmate drop off at TTCF, the hand cuffs and patrol vehicle used to transport the inmate shall be thoroughly cleaned and disinfected.

**Quarantine Barracks**

The transported PUI inmate's previous housing locations shall be placed on restricted movement by the shift watch commander, or quarantined by the chief physician, pending the outcome of a COVID-19 test. The Custody Emergency Operations Center (CEOC) shall notify PDC South Facility of the outcome of the COVID-19 test and advise if the barrack under restricted movement/quarantine may be cleared from restricted movement/quarantine.

All quarantined barracks shall be listed, and tracked, in the watch deputy's daily log. PDC South clinic personnel shall also track the quarantined barracks. The list of quarantined barracks shall be posted at all entry/exit areas at PDC South, at the sign-in desk, at the key check-in/out window, and on the PDC South in-service. The affected barrack doors shall also be labeled with a "Quarantine" magnetic sign.

When an inmate is released from a quarantined barrack, the inmate shall remain in their barrack until the Court Services Transport (CST) bus arrives. CST has a bus specifically assigned for transporting quarantined inmates. When the COVID-19 bus arrives, the inmate shall be escorted wearing gloves and a face mask.

**Notifications**

The watch sergeant shall send daily notifications to the CEOC via email regarding the number of confirmed cases of COVID-19 (employees and inmates) and the updated list of quarantined barracks.

PDC South training personnel shall coordinate with warehouse and laundry facility personnel to maintain and track the PPE inventory for PDC South facility and the PDC ranch. PDC South training personnel shall email a daily PPE inventory report to the PDC South operations lieutenant who shall then forward the daily report to the CEOC.

All entry/exit areas at PDC South shall have a sign posted which instructs personnel to wear masks at all times inside the facility. During each shift, a notification shall be made, via the watch deputy radio, for personnel to

wear a mask inside the facility, practice proper hand washing, and social distancing. The notification shall be tracked in the watch deputy's daily desk log.

The following videos shall be played for inmates at least once per day:

- COVID-19 Healthy Habits (English and Spanish)
- Face Mask Care & Instructions
- COVID-19 Stop the Spread

### **Sanitation**

The utility/Methicillin-resistant Staphylococcus Aureus (MRSA) cleanup officer shall be responsible for the daily cleaning/disinfecting of all officer stations, offices, restrooms, and classrooms on all three shifts.

On PM shift, there shall be an outside COVID-19 cleaning/disinfecting crew assigned. The outside COVID-19 cleaning crew shall use vehicle #SD32959. The key to the vehicle shall be available at the PDC South in/out shack. The cleaning supplies shall be kept in the room marked "Field Supply Room" in Bachelor Officer's Quarters (BOQ) building #4. The COVID-19 cleaning crew shall clean the following areas, to include restrooms, doorknobs, etc., using a cloth sprayed with Turbo Kill:

- Jack Bones Equestrian Center
  - Roving patrol (Adam) unit shall escort (North gate key #1546)
- Main gate
  - Adam unit shall escort
- Motorpool
  - Gas pump handles
- Chapel by fire camp
- Facilities Services Bureau (FSB)
- BOQ #1-4
  - Handrails
- BOQ #4
  - Women's locker room (key #NR)
  - Men's locker room (key #67)
- PDC South pool
- BOQ #6
  - Rooms 2, 3, and 4 (including restrooms)
- BOQ #7
  - Rooms 5, 8, and 9 (including restrooms)
- In/out shack

All inmates shall be given face masks and access to cleaning/disinfecting supplies. All cleaning/disinfecting supplies shall be locked in the barrack cleaning supply closet when not in use.

**06/09/20 SOUF**

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• • **Section 4 - Facility Inspection/Management**

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• • • **3-04-010 Citizens Commission on Jail Violence Sergeant**

**3-04-010 Citizens Commission on Jail Violence Sergeant**

**Effective Date:** 03-04-15

**Revision Date:** 06-16-20

**Review Date:** 06-16-22

**Reference:** MPP 2-02/080.00, **Unit Order 5-06-050**

**PURPOSE OF ORDER:**

~~This order establishes policy and guidelines~~ The purpose of this order is to establish procedures for Citizens Commission on Jail Violence (CCJV) Sergeant Duties for Pitchess Detention Center (PDC) South Facility.

**SCOPE OF ORDER:**

This order applies to ~~any~~ and all sergeants assigned to CCJV under collateral duties. CCJV sergeants are chosen at the unit commander's discretion.

**ORDER:**

In addition to the responsibilities outlined in MPP 2-02/080.00 "Sergeants," **PDC** South Facility CCJV sergeants ~~will~~ **shall** serve as first-line supervisors with the primary responsibility for ensuring Inmate Title 15 Compliance with the professional and ethical standards of the Department by all subordinate deputy sheriffs and civilian employees. CCJV sergeants shall strive to be positive role models and to provide leadership and training. CCJV sergeants shall ensure Inmate Title 15 compliance, while solving problems associated with all inmate programs in place at PDC South Facility.

The duties of this classification CCJV sergeants include the following:

### **Day Shift CCJV Sergeant**

- Ensure all Title 15 requirements are met for the shift
- Prepare and maintain all Title 15 schedules and ensure the schedule is being followed by line personnel
- Supervise all activities in the Inmate Welfare Office during the shift
- Monitor and maintain the Inmate Reports Tracking System (IRTS) and Disciplinary Review Board (DRB)
- Attend monthly meeting with the IRTS/DRB Lieutenant to ensure the system is updated and discuss concerns and trends
- Supervise and oversee daily activities of the Back on Track (BOT) program
- Conduct Town Hall Meetings
- Act as a programming liaison and attend all meetings required for all of the above programs
- Handle inmate and American Civil Liberties Unit (ACLU) complaints requiring a supervisor follow-up
- Supervise and monitor the activities in the Inmate Processing Area (IPA)
- Observe the Title 15 safety checks in two (2) random barracks
  - Accompany compound personnel to each barrack
  - Observe the safety checks to ensure proper performance
  - Sign and indicate the time of observation in the "T-15 Sgt Review/AM" section, on page 2 of the Uniform Daily Activity Log (UDAL)

### **PM Shift CCJV Sergeant**

- Ensure all Title 15 requirements are met for the shift
- Supervise all activities in the Inmate Welfare Office during the shift
- Monitor and maintain Custody Automated Report Tracking System (CARTS)
- Attend monthly meetings with the Compliance/Risk Management Lieutenant to discuss challenges and goals
- Conduct all duties regarding the Continuous Improvement Team
- Handle inmate and ACLU complaints requiring a supervisor follow-up
- Conduct Town Hall Meetings
- Supervise and monitor the activities in the Inmate Processing Area (IPA)
- Observe the Title 15 safety checks in two (2) random barracks
  - Accompany compound personnel to each barrack
  - Observe the safety checks to ensure proper performance
  - Sign and indicate the time of observation in the "T-15 Sgt Review/PM" section, on page 2 of the UDAL
  - The safety check observations and the "T-15 Sgt Review/EM" section, on page 2 of the UDAL shall be completed by the EM shift watch sergeant
- Make face-to-face relief with main visiting sergeant and assume command of the main visiting center [REDACTED TEXT]
  - Ensure main visiting center is locked and secured



- Ensure patrol unit personnel monitor and open/close the gate for visitors with objects that will not fit through the turnstile exit (e.g., wheelchairs, strollers, service animals, etc.)
- Along with the PDC roving patrol (Adam) unit (i.e., PM shift Adam 7), verify no visitors remain at any PDC facility and all visitors have exited PDC property
- Ensure main visiting exit gates are locked and secured after all visitors have left PDC property
- Notify the PDC South Facility watch commander that the main visiting center is closed and secured
- See South Facility unit order 5-06-050 "Elmer T. Jaffe Visiting Center Procedures"

### **Relief CCJV Sergeant**

- Ensure all Title 15 requirements are met for the shift
- Supervise all activities in the Inmate Welfare Office during the shift
- Handle inmate and ACLU complaints requiring a supervisor follow-up
- Supervise and monitor the activities in the Inmate Processing Area (IPA)
- Conduct Town Hall Meetings
- Conduct routine audits of all ~~Uniform Daily Activity Log (UDAL)~~ to ensure all Title 15 requirements are properly documented
- Conduct appropriate UDAL training
- Act as a liaison for Religious and Volunteer Services
- Prepare monthly yard activity report for Custody Support Services
- Prepare monthly Title 15 Impact Report

In addition to the above, [REDACTED TEXT] the CCJV sergeant from each shift shall randomly select a barrack and audit one (1) Title 15 activity (e.g., outdoor recreation, linen exchange, library, etc.) from the corresponding shift on the previous day.

[REDACTED TEXT]

The CCJV sergeant performing the audit shall note the time the Title 15 activity was written in the UDAL and review the CCTV camera footage to ensure the activity was performed according to the documentation.

All audits shall be tracked on the PDC South Facility Title 15 Audit Logs located in the following South Facility shared file folder: [REDACTED TEXT]

All barracks shall be audited in at least one (1) category, at least once per quarter.

**Revision Date 06/16/20**

**Revision Date 10/18/19**

**03/04/15 SOUF**

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• • • 3-04-020 Facility Log

## 3-04-020 Facility Log

**Effective Date:** 12-04-97

**Revision Date:** 09-22-16

**Review Date:** 09-22-18

**Reference:** CDM 4-11/010.00

### **PURPOSE OF ORDER:**

The purpose of this order is to outline procedures for the preparation of the daily South Facility Log.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility, specifically the watch deputy, who is responsible for preparing and maintaining the facility Log.

### **ORDER:**

The "Facility Log" is used to record all events and incidents which occur at the facility for each 24 hour period, from 0001 hours through 2400 hours. Log entries should be made as soon as possible after each event/incident occurs, to help ensure that the information is current. The log should be typed and not handwritten.

### CONTENT

All unusual or noteworthy incidents shall be recorded on the "Facility Log". In addition, the recurrent events listed below shall also be included. This list is not all inclusive, and should serve as a guide to the types of information required.

- All inmate counts
  - Specifying in the narrative whether a body or wristband count was conducted.
- All inmate transfers
  - An "Inmate Transfer" indicates the inmate(s) are no longer going to be housed at the facility and are removed from the facility count.
  - All inmate transfers into or out of the facility shall include the following:

- The number of inmates
  - The departure and destination point
  - Mode of transportation; (i.e., e.g., via T.S.T., radio car, ambulance, etc.)
  - Unit transferring; (i.e., Adam/George unit, unit number, 7, G-7 with Deputy's name(s) and transferring deputy names)
  - Reason for transfer
  - Unit File or Uniform Report Number (URN)
- All inmate transports
    - "Inmate Transport" indicates inmates that are not at the facility, but their return is anticipated. These inmates shall remain part of the facility inmate count.
    - Required perimeter and security checks
    - Number of visitors and inmates who receive visits
    - Major mechanical failures
    - Escapes, including all notifications made
    - Fire Department notifications or responses to the facility
    - Training exercises, which disrupt normal operations
    - Use of chemical agents, taser, or other special weapons
    - Any significant incident of emergent or unusual occurrence
    - After-hours notifications for emergency facility repairs; the contact person at Emergency Maintenance (Twin Towers Correctional Facility), the estimated time of arrival (ETA) of the maintenance worker, and the name of the technician dispatched shall be listed.

The times listed should be as accurate as possible as the facility log is an important source for tracking our standard workload, as well as its variations.

The content on the left side of the log shall include general headings succinctly describing the type of entry being made. Headings used on the attached sample are considered standard and should be used whenever possible.

The content on the right side of the log shall be written in complete sentences, including the appropriate punctuation.

Abbreviations, slang terms, and jail specific terms such as "fish line" and "chow" shall be avoided; i.e., "fish line" and "chow".

Multiple incoming lines occurring near the same time may be consolidated into a single entry.

Outgoing lines going to the same destination may also be consolidated, with a breakdown as to the reason below it; i.e., (e.g., custody, probation hearing, court, Men's Central Jail, etc.).

Each entry involving an inmate count shall include a listing of the total number of pre-sentenced inmates, status 1 or 2, followed by number of sentenced inmates, status 3, then followed by the current total count.

For entries with containing numbers, other than count listings and transfers, will contain the numerical form in

parentheses; i.e., (11) followed by the spelled-out form; i.e., eleven. the numbers shall be documented in the following manner: three (3), five (5), eight (8), eleven (11), etc.

The time the "Inmate Orientation" video is played shall be logged daily.

### APPROVAL & PROCESSING

The early morning watch deputy shall forward the completed "Facility Log," facility statistics and demographics report to the early morning watch commander for approval.

The early morning watch commander shall indicate that he/she has approved the contents of the "Facility Log" by signing the last page of the document.

The approved "Facility Log" shall then be placed on the clipboard in the watch commander's office and forwarded to operations. An electronic version of the log will be kept in the facility's computerized shared files.

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### • • • 3-04-030 UDAL Logs

## 3-04-030 UDAL Logs

**Effective Date:** 06-10-97

**Revision Date:** 10-14-20

**Review Date:** 10-14-22

**Reference:** CDM 4 -11/020.00

### **PURPOSE OF ORDER:**

The purpose of this order is to establish the use of a Uniform Daily Activity Log (UDAL) for each barrack at South Facility, to regulate its contents and to assign responsibility for its completion.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to South Facility.

### **ORDER:**

I. ~~GENERAL~~

The UDAL is an official record of barrack activities and incidents of special concern. This log provides a means to document and evaluate compliance with Minimum Jail Standards, Title 15, California Administrative Code, and Division and Unit Orders. It also provides the means to identify certain patterns of inmate conduct, and maintain an accountability for safety equipment that is on site.

The UDAL may be utilized to verify facility compliance during inspections, audits, or in judicial proceedings. The importance of accuracy and consistent documentation cannot be overemphasized.

## RESPONSIBILITIES

~~In order to maintain the accuracy and integrity of this resource document, the following procedures shall be adhered to:~~

### Compound Officers Responsibilities

Compound officers shall be responsible for the following:

- Log entries
  - ~~The primary responsibility for maintaining accurate and complete log entries rests with the assigned compound officer~~
  - He/she **Compound officers** shall make real time entries of all appropriate activities and events
  - Log entries shall be completed in ink (corrections shall be made by drawing a single ink line through the error, correcting the entry, and initialing the correction)
  - All entries shall be completed prior to the end of shift and initialed by the employee making each entry
  - The following shall be entered in the log at shift change:
    - Facility, location, date, day of the week, and shift
    - Name and employee number of the assigned Shift Officer/Deputy, Shift Line Sergeant and Senior Deputy
    - Inspection of fire/safety equipment. Conduct an inventory of barrack cleaning supply locker and record on log, under unit specific information. The ambient temperature in each barrack shall be captured and recorded in each UDAL, once per shift
    - Fire hose and/or extinguisher **location**
    - **Facility** counts (shift start, and subsequent counts during shift)
      - (1) ~~At start of each shift~~
      - (2) ~~All subsequent counts during said shift~~
    - Facility conditions, ~~as noted~~, including any deficiencies, action taken by the officer and whether the problem was resolved
    - Maintenance problems, such as leaking or clogged toilets, sinks, drains, electrical problems, broken windows, B/O door locks, etc., must be logged and proper requests for service made (**maintenance deficiencies and requests are to be logged daily until repairs have been made**)

- Inmate activities such as: (e.g., commissary, dayroom/Indoor Rec., library, linen Exchange, mail call, meals, outdoor recreation, outerwear exchange, pill call/nurse call, religious services, school, showers, telephones, underwear exchange, video orientation, etc.)
- Any notable occurrences; i.e., (e.g., inmate incidents, or suspicious conduct, inspections, problems brought to staff's attention by inmates, etc.); are to be recorded.
- Each compound officer will walk through their assigned barracks and make safety inspections at a minimum of once per hour. In the event the Intermec Scanning system is not functioning, the Title 15 Officer will be responsible to log and document security checks in the UDAL. Any safety problems will be noted in the log. If it is a problem that needs to be remedied immediately, the problem will be brought to the on-duty Watch Sergeant's attention. If it is a minor problem that can be addressed by a maintenance request, then a request will be submitted to the maintenance office.
- Safety/security checks (once per hour)
- In the event an inmate sustains a medical emergency or requires immediate medical care ("Man down"), the Compound Officer is responsible to log the inmate's full name, booking #, time, nature of the problem and the disposition on the back page of the UDAL, under Medical Events.
- "Man down" or inmate medical emergencies (requires documentation of inmate name, booking number, description of emergency, and disposition)

~~B. — Line Sergeant's/Seniors Responsibilities~~

~~1. — The Line Sergeant and Senior shall inspect and sign barrack logs daily during the course of their tour of duty (once per shift). They shall assist Senior Deputies in the planning of training sessions for compliance with regard to the maintenance of these logs. Inmate request/complaint forms from each compound, shall be collected, counted and documented in the UDAL once per shift by the Line Sergeant (minimum rank). —~~

Line sergeants and supervising line senior deputies shall be responsible for the following:

~~C. — Title 15 Sergeant's Responsibilities~~

~~1. — When a barrack UDAL book has been completed, it shall be submitted to the Title 15 Sergeant and a new book obtained. The Sergeant shall ensure the starting and ending dates utilized in the log are clearly marked on the cover. The completed log will then be delivered to the Operations section and placed in the unit's archives. Log books shall be maintained for five years.~~

- Collect the UDAL books when they are completed and provide the compounds with a new supply (monthly)
- Ensure the start/end dates are clearly marked on the covers of completed UDAL books
- Deliver the completed UDAL books to operations

~~D. — Watch Commander Responsibilities~~

~~Watch Commanders shall inspect and sign barrack logs at least once per week, during the course of their duties.~~

Watch commanders shall be responsible for the following:

- Inspect and sign all UDAL books at least once per week

**Revision Date 10/14/20**

**06/10/97 SOUF**

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- • • **3-04-040 Kitchen Dock and Delivery Procedures**

### **3-04-040 Kitchen Dock and Delivery Procedures**

**Effective Date:** 12-04-95

**Revision Date:** 06-29-18

**Review Date:** 06-29-20

**Reference:** CDM 5-01-000

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

[REDACTED TEXT]

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

This order applies to all personnel assigned to, and working at PDC South Facility, specifically personnel assigned to work at the ODR and IDR. ~~Kitchen Officers.~~

#### **ORDER:**

The double kitchen doors between the inmate dining room area and the kitchen loading dock at the IDR shall remain secured during meal periods when the general inmate population is present.

Perimeter gates shall remain secured when South Facility inmates are present in the dock area. [REDACTED TEXT] No inmates will be allowed in the dock area when the perimeter gates are open or unlocked. At no time will inmates be left unsupervised in the dock area.

The food for the inmates' evening meal shall be delivered before inmate workers are picked up for work. When the delivery truck is loaded and ready to make delivery to the South Facility Kitchen IDR, the Ranch Kitchen Officer ODR personnel shall make notification to notify the South Facility Kitchen Officer IDR personnel. The South Facility Kitchen Officer shall ensure the dock area is clear of inmates and that all kitchen inmates are secured and accounted for in the South kitchen or dining area or in the Inmate Dining Room (IDR). The South Facility Kitchen Officer will ensure that all doors/gates leading to the South Facility Kitchen dock area are secure. The South Facility Kitchen Officer will then notify the Ranch Kitchen Officer that the dock is secure and ready for the delivery truck.

[REDACTED TEXT] The keys to the delivery truck shall be removed from the vehicle and held by the Ranch Kitchen Officer IDR personnel (refer to Unit Order 3-08-140 3-05-150, Vehicles inside Security). The Ranch Kitchen Officer will walk outside of the dock security gates, re-secure the gates and place the gate key back into the lockbox. They will then notify the South Kitchen Officer ODR personnel that the dock is secured and the truck has been delivered. The Ranch Kitchen Officer will take the keys for the delivery truck to the South Kitchen Officer, via the front desk.

**At all times when the delivery truck is parked in either the Ranch Facility, South Facility or South Facility dock area, the vehicle keys shall be kept on the Kitchen Officer's person and never left in the truck. The cab windows shall be rolled up and the cab doors locked.**

When the delivery truck is parked at the IDR/ODR dock area, it shall be parked with the windows rolled up and the cab doors shall be kept locked at all times. The key shall be kept by IDR/ODR personnel and never given to inmates for any reason.

Once notified of the truck being secured the truck is secure inside the perimeter gates, the South Kitchen Officer IDR personnel will pick up the inmate workers and supervise the unloading of the truck by the inmate workers. While inmates have access to or are present on the kitchen IDR loading dock, an officer shall always be present. At no time will inmates be left unsupervised in the dock area.

**At all times when the Kitchen Officer is unable to personally supervise the inmate workers in the Kitchen (when inmates are actually present), he/she shall ensure that an officer from the compound is present in the kitchen as a replacement until his/her return.**

Inmates shall never have unsupervised access to any secured area of the IDR (e.g., staff security office, staff restroom, supply closet, loading dock):

Once the evening meal has been served and all food containers have been cleaned, they shall be loaded back into the delivery truck. After the kitchen has been cleaned and the delivery truck completely loaded with the cleaned food containers, the kitchen inmates should be accounted for, searched and sent back to their barracks. The South Kitchen Officer IDR personnel will then drive the delivery truck back to the Ranch Kitchen and deliver the keys to the Ranch Kitchen Officer search the truck to ensure no inmates are hiding or left inside, and search the loading dock area. IDR personnel shall then secure the truck key and notify ODR personnel that the truck is ready for pickup.

**Prior to opening Gate #22 and driving the delivery truck from the secured South Facility dock area, the Kitchen Officer shall make a thorough inspection of the truck to ensure that an inmate is not hiding within or underneath the vehicle.**



~~Revision Date 06/29/18~~

~~12/04/95 SOUF~~

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~~••• 3-04-050 Facility and Equipment Inspections~~

## ~~3-04-050 Facility and Equipment Inspections~~

~~Effective Date: 04-18-00~~

~~Revision Date: 02-10-10~~

~~Review Date: 11-26-12~~

~~Reference: CDM 3-06/020.00-3-06/060.00, Title 8, CEO Order 09-13-07~~

### ~~PURPOSE OF ORDER:~~

~~This order establishes policy and guidelines for routine facility inspection procedures and mandated Quarterly Safety Inspections.~~

### ~~SCOPE OF ORDER:~~

~~This order applies to the specified South Facility personnel as denoted below.~~

### ~~ORDER:~~

#### ~~Daily Security:~~

~~Each Compound Prowler, for each shift will be responsible for a security inspection of all compound fences and gates, once per shift. Each Compound Prowler, as soon as possible upon making relief, shall walk the perimeter of their respective compounds in order to physically ensure the fences are in good condition and the gates are secure. Upon completion of this inspection, the Compound Prowler shall note the inspection in each of the Uniform Daily Activity Logs in that compound.~~

~~Each Deputy and Custody Assistant, during the course of their shift, shall physically inspect the fire safety equipment (i.e.; turn-out gear, air packs, fire masks and helmets, and fire extinguishers) maintained within their respective locations at the facility. These inspections shall be documented for each shift in the UDAL books at the respective officer's stations.~~

Personnel assigned to Adam Unit 5 and Adam Unit 6 for each shift, will be responsible for a security inspection of all inner and outer perimeter fences and gates. This shall be accomplished by both units walking the entire dog run surrounding the facility and physically ensuring each gate is secure and the fences are in good condition.

After each inspection, the inspecting unit shall notify the Watch Deputy. The Watch Deputy shall make document the completed inspection in the Facility Log, noting the results and the time the inspection was completed. The Watch Deputy shall notify the

Watch Commander, who will make an entry of any significant incidents regarding the inspection in the Watch Commander's Log.

If during any of the facility security inspections, security hazards or potential security hazards are discovered, the employee who discovers the hazard shall immediately notify the Watch Sergeant or Watch Commander.

### **Routine Facility Inspection:**

To ensure that key areas of the facility are inspected adequately, the Line Lieutenant with the assigned collateral duties of "Facility Inspections" shall inspect the following areas once a week:

- Facility interior
- Facility exterior
- Operations
- Equipment, i.e. emergency, firefighting and armory.
- Personnel
- Morale and well-being of inmates and officers
- Fire and safety hazards

The inspecting officer is obligated to conduct a thorough inspection of each specific area, and is not limited to the listed areas.

The completed checks, including findings and/or remedial action taken or recommended, shall be noted in the Watch Commander's Log and submitted to the Unit Commander. The Unit Commander shall review and note any further remedial action which may be warranted.

### **Mandated Facility Safety Inspection:**

As required by the Health and Safety/Risk Management Unit, a separate "Safety Inspection" shall be completed and submitted on a quarterly basis. The Operations Sergeant shall ensure that the Facility Maintenance Coordinator/Safety Officer shall conduct a thorough inspection of the facility. The inspecting facility Maintenance Coordinator/Safety Officer shall fill out the two page "Quarterly Facility Self-Inspection Checklist" noting any safety hazards.

Upon completion, the form shall be submitted to Operations. After approval, one copy shall be made and maintained for one year by Operations. The original form shall be forwarded to Health and Safety/Risk Management Unit for final submission to the Chief Executive Officer's (CEO) office.

**Monthly Facility Security Checks:**

To ensure adequate inspection procedures, the South Facility Lieutenant who has the "Facility Inspections" collateral duty shall conduct a facility security inspection once a month.

The Facility Maintenance Coordinator/Safety Officer shall be responsible for testing all of the facility barracks rear fire door alarm systems, to ensure they are in good working order and have not been tampered with. Upon inspecting these doors, the Maintenance Coordinator/Safety Officer shall email the South Facility Lieutenant who has the "Facility Inspections" collateral to advise of his/her findings. The discovery of any inadequacy shall result in the immediate action by the inspecting Lieutenant to correct the problem.

The completed checklists, including findings and/or remedial action taken or recommended, shall be submitted to the Unit Commander. The Unit Commander shall review and note on the report any further remedial action which may be warranted.

**Fire Inspection:**

An inventory and inspection of the fire equipment will be conducted monthly by the Sergeant with the assigned collateral duty of "Fire Safety". The Fire Safety Sergeant shall additionally coordinate and document annual Fire Safety Inspections with the Los Angeles County Fire Department. All inspections, results and corrective actions taken shall be documented in the Unit Inspection Log.

The completed checklists shall be retained in the Operations Office for one year.

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~~••• 3-04-060 Facility Parking~~

~~3-04-060 Facility Parking~~

~~Effective Date: 06-01-07~~

~~Revision Date: 01-07-08~~

~~Review Date: 10-03-12~~

~~Reference: MPP 3-01/030.10; CDM 3-01/070.00~~

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**PURPOSE OF ORDER:**

To establish parking procedures for vehicles on the Pitchess Detention Center property.

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**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Pitchess Detention Center, South Facility.

**ORDER:**

South Facility employees 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.

On every shift, Deputy personnel assigned to roving patrol unit (Adam) Unit 5 shall regularly monitor the parking areas for compliance with this order. Any vehicle found parked in an unlawful manner will be issued a "Custody Division Notice of Parking Violation." Any employee receiving such a notice is subject to counseling and/or disciplinary action (refer to MPP Section 3-01/030.10, Obedience to Laws, Regulations, and Orders).

Citations issued as a result of a parking violation will be dealt with in accordance with the procedures set forth in Custody Division Manual Section 3-01/070.00, which prescribes informal counseling for the first violation, a performance log entry for the second violation, and a formal written reprimand for the third violation. Subsequent violations shall result in discipline to be determined at the discretion of the unit commander. Each citation issued shall be retained in a file and remain active for a period of one year, after which it will no longer be considered for disciplinary action.

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• • **Section 5 - Facility Security**

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• • • ~~3-05-005 Main Gate Entry Procedures~~

~~**3-05-005 Main Gate Entry Procedures**~~

~~**Effective Date:** 04-01-18~~

~~**Revision Date:** 08-31-18~~

~~**Review Date:** 08-31-20~~

~~**Reference:** CDM 5-10/010.00, 5-10/020.00, 5-10/020.05, 5-10/030.00, 5-10/040.00, 5-10/055.00, 6-14/040.00; Unit Order 5-06-010, 5-06-050, 6-05-030~~

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**PURPOSE OF ORDER:**

The purpose of this order is to establish the requirements for entry, and exit through the Pitchess Detention Center (PDC) main gate, and the documents required for driving a vehicle on PDC ranch property.

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**SCOPE OF ORDER:-**

This order applies to all personnel assigned to, or working at PDC South Facility, and more specifically to those assigned to work the PDC main gate.

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**ORDER:**

The PDC ranch encompasses nearly 2,700 acres of land which includes the Dr. Elmer T. Jaffe Visiting Center (main visiting), Jack Bones Equestrian Center, four jail facilities, several support units, and various outbuildings. Visitors from various departments and agencies, both public and private, are required to enter PDC property to visit inmates housed at the jail facilities for official reasons and provide numerous other services needed to operate the PDC ranch.

Inmates' family members and other personal visitors will be processed through the main visiting center during normal visiting hours pursuant to South Facility unit orders 5-06-010, Inmate Visiting Procedures and 5-06-050, Elmer T. Jaffe Visiting Center Procedures.

Professional visitors and volunteers (e.g., chaplains, Five Keys, Keefe Commissary, etc.) are processed through PDC ranch operations, and Religious and Volunteer Services, and are vetted prior to being approved to enter PDC property with their vehicle.

Other visitors such as attorneys and law enforcement are not vetted prior to their arrival at the main gate. In these instances, procedures need to be implemented to insure the highest level of safety and security for our personnel, civilians, and inmate work crews while privately owned and operated vehicles are on PDC property.

**STAFFING**

Two (2) sworn deputies, provided by South Facility, shall be assigned to the PDC main gate. All personnel assigned to work in this capacity shall be armed and dressed in full and complete Class "A" uniform and conduct themselves in a professional manner.

**DUTIES**

For a complete list of duties and procedures see the main gate deputies' duty statement as contained in South Facility unit order 6-05-030, Main Gate Deputies

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**Revision Date 08-31-18**

**04-01-18 SOUF**

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~~••• 3-05-006 Process Service on PDC Property~~

~~3-05-006 Process Service on PDC Property~~

~~Effective Date: 01-21-21~~

~~Reviewed Date: 07-27-22~~

~~Reference: MPP 5-07/310.10, 5-07/340.00~~

~~PURPOSE OF ORDER:~~

~~The purpose of this order is to establish procedures for serving legal documents to inmates and employees on Pitchess Detention Center (PDC) property.~~

~~SCOPE OF ORDER:-~~

~~This order applies to all personnel assigned to and working at the PDC main gate.~~

~~ORDER:~~

~~Only active/on duty Sheriff's Department personnel shall be allowed to enter PDC property to act as process servers. Process servers who need to serve an inmate or employee with legal documents shall be directed to contact the Chatsworth Courthouse - Sheriff's Civil Management Office at (818) 576-8800, which is open Monday through Friday, 8:30 am to 4:30 pm.~~

~~A deputy or court services specialist from the Sheriff's Civil Management Office at the Chatsworth Courthouse will serve the legal documents on PDC property. They shall bring the legal documents directly to the facility where the inmate respondent is housed, or the employee respondent works. When needed, main gate personnel shall assist any Sheriff's Civil Management Office personnel in locating any respondent and directing them to the facility. The Sheriff's Civil Management Office personnel serving the legal documents shall handle the filing of "proof of service."~~

~~Revision Date 07/27/22~~

~~01/21/21 SOUF~~

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~~••• 3-05-010 Security Alarm System~~

~~3-05-010 Security Alarm System~~

~~Effective Date: 09-04-97~~

~~Revision Date: 10-31-16~~

~~Review Date: 10-31-18~~

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**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the operation and maintenance of the facility's security alarm system which is based on a Taut Wire Intrusion Detection System, integrated with cameras and a Computerized Control Center.

-

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

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**ORDER:**

THEORY OF OPERATION

There are 24 cameras located around the fence line at PDC South Facility, which work in conjunction with the taut wire (barbed wire) system. The taut wire provides both a physical barrier and intrusion sensing system. The fence is divided into 16 zones (sectors) with multiple horizontal taut wires, each connected to a sensor. The sensors and the sensors' interwiring are assembled within the sensor post, which is installed halfway between two anchor posts. Each sensor post has a cover concealing a micro-switch, which is activated upon removal of the cover. The anchor post secures the ends and carries the tension loads of the taut wire. The anchor posts have breakaway tabs to prevent climbing over the posts without activating the alarm.

A multi-conductor cable, which hangs freely along the system's posts, links all the sensor posts to the control unit. Each conductor is connected to a designated zone and the interconnections are carried out in the sensor post.

An attempted intrusion, tampering with the system, cut or deflection of the taut wire will immediately triggers the alarm at the control unit.

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~~••• 3-05-020 Facility Compound Gate Security~~

~~**3-05-020 Facility Compound Gate Security**~~

~~**Effective Date:** 12-01-08~~

~~**Revision Date:** 10-27-16~~

~~**Review Date:** 10-27-18~~

-

**PURPOSE OF ORDER:**

The purpose of this order is to establish standard procedures for the proper use and security of the facility compound gates.

-

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

-

**ORDER:**

PDC South Facility is comprised of twenty two (22) barracks, separated into seven (7) compounds by security fences and gates. The interior security gates and fences serve to separate housed inmates into manageable groups, in order to isolate problems should a disturbance occur within the facility.

The gates between compounds are commonly known as "slam" gates. These gates are designed to close and lock upon being pushed closed. The only means of opening the gates, once closed, are with the appropriate key.

All interior compound gates shall be kept in the closed and locked position at all times when not being traversed by inmates or staff. Once traversed, the gate(s) shall be immediately secured by the personnel allowing for access through it. Additionally, at no time, will personnel advise or allow inmates to open, close or hold the gates.

During times, such as the evening inmate meal, the compound gates will need to be left open for an extended period of time. During that time, designated personnel shall remain close enough to the gate to be able to immediately close the gate. This will prevent the inmates from gaining control of the gate(s) and/or to isolate a problem. Personnel should be positioned no further than 10 feet away from the open gate in order to ensure the gate can be secured immediately.

Gates shall never be locked or secured in an open position, in such a manner as to prevent the gate from being immediately shut and locked.

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~~••• 3-05-030 Tool Security~~

**3-05-030 Tool Security**

**Effective Date:** 03-27-92



**Revision Date:** 04-22-19

**Review Date:** 04-22-21

**Reference:** CDM 3-06/090.00

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**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines and procedures for the distribution and collection of various work tools used by inmates at Pitchess Detention Center (PDC) South Facility.

-

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility who supervise inmate work crews that utilize various culinary, gardening, and hand tools.

-

**ORDER:**

A major concern at PDC South facility is the distribution and control of tools accessible to inmates. One method to minimize the threat of tapering or the loss of tools is to inventory all tools, followed by a stringent checkout and return procedure, and completed by a thorough search of the inmates to whom tools are issued.

Culinary tools are secured in a locked cabinet located in the PDC ranch kitchen/officer's dining room (ODR) security office and the PDC South Facility kitchen/inmate dining room (IDR) security office. All tools are placed on a shadow board, with the exception of knives. Knives at the PDC ranch ODR are locked in designated slots. All culinary tools are individually marked for identification and their location inside the cabinet is similarly marked.

At the start and end of each shift, ODR and IDR security personnel shall inventory each tool and log the inventory in the security office log book. ODR and IDR security personnel shall account for the kitchen key blocks at the beginning and end of each shift. At the beginning of the shift, the PDC South Facility main control desk (David) personnel shall account for all kitchen keys.

Gardening tools are secured in a cargo container and placed on racks marked for the designated tool. The tools are individually marked for identification and signs above the racks indicate the placement of shovels, hoes, rakes, and pickaxes. Gardening tools shall be issued to "inside worker" inmates by the PDC South Facility maintenance officer and recorded on a checkout sheet which is located on a board inside the container.

Hand tools for maintenance and building shall be secured inside a cargo container and placed on shadow boards. The tools will be individually marked for identification and their location on the shadow board similarly

marked. Hand tools shall be issued to "inside worker" inmates by the PDC South Facility maintenance officer and recorded on a checkout sheet located on a board inside the container.

~~Facilities Services Bureau (FSB) maintenance workers shall keep their tools in locked containers located in the secured, fenced-in area between Barrack 30 and Barrack 31. All tools shall be accounted for, and documented on an inventory list located in the locked containers. Any tools needed for maintenance are to be checked out and checked back in, and documented on a paper log located in the locked containers.~~

~~Any non-PDC FSB maintenance workers or independent contracted repair workers entering PDC South Facility shall be responsible for maintaining a list of tools they bring into the facility. This list shall contain a documentation of all their tool inventory and be in their possession while they are inside security. Once maintenance or repair work is completed, the FSB maintenance worker or independent contracted repair worker shall be responsible for accounting for their own tools and insuring none are left behind or unsecured. PDC South David personnel allowing entry to any maintenance workers or contracted repair workers shall ensure they have a current tool inventory list in their possession at that time. Upon completion of their task, maintenance workers shall check in with South David personnel to verify all tools are accounted for.~~

~~PDC South Facility personnel working in any area where maintenance or repair work was performed, shall conduct a visual check of the area and immediately notify the watch sergeant if any missing or unsecured tools are recovered after maintenance or repair work is completed.~~

~~Tools that are removed for repair or replacement shall be documented on their respective inventory lists. The watch sergeant shall be notified immediately if a tool is missing or unaccounted for.~~

~~Any and all tools needed by an inmate work crew shall be issued by the deputy or custody assistant (CA) who supervise the work crew and the issuance of all tools shall be recorded on a checkout sheet. Once the inmates have completed their work, all tools shall be accounted for, inspected, checked in and secured.~~

~~Revision Date 04/22/18~~

~~Revision Date 11/18/15~~

~~03/27/97 SOUF~~

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~~••• 3-05-040 Compound Daily Security Inspections~~

## ~~3-05-040 Compound Daily Security Inspections~~

~~Effective Date: 12-01-95~~

~~Revision Date: 03-04-19~~

~~Review Date: 03-04-21~~

**Reference:** CDM 3-06/060.00

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**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures that will ensure regular security inspections are conducted of all interior, exterior, and compound fences and gates at Pitchess Detention Center (PDC) South Facility.

-

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South, specifically the watch commander, PDC roving patrol (Adam) units, compound rovers, and the line sergeant for each shift.

-

**ORDER:**

Personnel assigned to [REDACTED TEXT] This shall be accomplished by [REDACTED TEXT] After each inspection, the inspecting Adam units shall notify the watch deputy. The watch deputy shall document the completed inspection in the facility log, noting the results and the time the inspection was completed.

The watch commander shall walk the outer perimeter fence line [REDACTED TEXT] and physically ensure all gates/fences are secure and operable. Each exterior perimeter check performed by the watch commander shall be documented in the PDC South Facility "Watch Commander's Shift Summary" including the time and who performed the inspection.

Compound rovers, for each shift, shall be responsible for a security inspection of all interior compound gates/fences. Compound rovers, as soon as possible after making relief, shall walk around their respective compounds and physically ensure all interior gates/fences are secure and operable. Compound rovers shall also check all windows and doors on each barrack to ensure they are all secure and functioning properly with no damage. Upon completion of this inspection, the Compound rover shall fill out the "Daily Security Inspection" form that is delivered [REDACTED TEXT] by the supervising line deputy. The "Daily Security Inspection" form shall be completed by the Compound rover, noting any damage or security issues, and returned to the supervising line deputy. The supervising line deputy shall scan the completed inspection forms into PDC South Facility's share files in the following location:

[REDACTED TEXT]

If, during any of the facility security inspections, security hazards or potential security hazards are discovered, the employee who discovers the hazard shall immediately notify the watch sergeant or watch commander.

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**Revision Date 03/04/19**

~~Revision Date 04/25/08~~

~~12/01/95 SOUF~~

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~~••• 3-05-050 Inmate Safety Checks~~

## ~~3-05-050 Inmate Safety Checks~~

~~Effective Date: 07-30-13~~

~~Revision Date: 08-23-18~~

~~Review Date: 08-23-20~~

~~Reference: CDM 4-11/030.00; Title 15, Section 1027~~

### ~~PURPOSE OF ORDER:~~

~~The purpose of this order is to set forth and establish procedures for inmate safety checks and the required documentation of the check at Pitchess Detention Center (PDC) South Facility.~~

### ~~SCOPE OF ORDER:~~

~~This order applies to all personnel assigned to, and/or working in any capacity at PDC South Facility.~~

### ~~ORDER:~~

~~All inmates in our custody shall be visually checked at least once each hour to ensure their safety and welfare. Lack of proper inmate monitoring and documentation could subject the responsible personnel to disciplinary action and/or civil lawsuits.~~

### ~~PROCEDURES FOR CONDUCTING SAFETY CHECKS~~

~~All inmates in our custody shall be visually checked at least once each hour to ensure their safety and welfare. Department members conducting these checks The Title 15 deputy, with the help of compound personnel, shall:~~

- ~~• Enter each barrack in their assigned compound and look at the inmate(s) visually inspect every inmate to look for obvious signs of distress, (e.g., bleeding, trauma, visible injury, choking, difficulty breathing, discomfort, etc.) Personnel shall conduct these checks by entering the inmate housing areas and visually~~

inspecting each inmate. Should there be any doubt regarding an inmates' condition, department members shall attempt to elicit a response from the inmate

- In cases of inmate distress, escort victim to the PDC South Clinic for a medical exam, inmate injury report and incident report (SH-R-49)
- If unable to elicit a response from the an inmate with signs of distress, personnel shall render the appropriate aid, and request a supervisor and medical staff shall be requested.
- The supervisor and medical staff shall respond to the location and conduct an assessment
- Scan the bar code affixed to each rear barrack door
- Personnel conducting the safety checks shall document their time of each checks scan in the Uniform Daily Activity Log books (UDAL)

All personnel assigned to each compound shall be equally responsible for ensuring all safety checks are completed on schedule and properly entered into the UDAL books.

All security checks shall be conducted with a minimum of two department members. One shall be positioned at the front doors of the barracks while the other(s) physically conducts the inmate security check.

The department member(s) Personnel making conducting the security check shall use the "Title 15 Checks" scanner section on the iPod assigned to their compound to document the walk. This shall be repeated for each barrack in the compound. The time of the walk shall be written in the UDAL. Scanning does not take the place of recording the safety check in the UDAL. After the security checks are completed for the compound, the scanner shall be docked scans stored on the iPod shall be uploaded. Lack of proper inmate monitoring and documentation could subject the responsible personnel to disciplinary action and/or civil lawsuits.

#### DOCKING UPLOADING THE SCANNERS SCANS

Currently, there are two ways to synchronize (dock) the scanners. The first method is to use the docking cradles located in the IPA, Eddie Compound Trailer or the Report Writing room.

The iPod will be synchronized, and the scans will upload when the user walks into a Wi-Fi "hotspot" (an area where there is a strong Wi-Fi signal).

The second method to synchronize the scanner by standing near a WiFi antenna positioned on the roof of the South Clinic. To verify the scanner iPod is synchronizing, the Title 15 deputy shall:

- Check the connection strength and make sure it has a signal (a signal indicator showing up to four curved lines can be found in the upper left corner). Department members may also check the Title 15 dashboards located in the Watch Sergeants office to confirm compliance.
- Check the lower left corner of the "Title 15 Checks" section to verify there are no pending uploads
  - No pending uploads is denoted by green text followed by a zero (Pending Uploads: 0)
  - Pending uploads is denoted by red text followed by some number (Pending Uploads: 20)
- If the user is in an area with a Wi-Fi signal and the pending uploads do not clear, reboot the iPod using the following steps:
  - Depress the power button (right hand side on top) and home button (bottom, middle on front)

simultaneously until the device shuts off

- Wait several seconds up to a minute and turn device back on using the power button
- Check the "Title 15 Checks" section to verify if pending scans cleared
- If scans did not clear, or only partially cleared, repeat the reboot process

A complete tutorial on how to dock the scanners is located on the South Facility Intranet page, under the Procedures link.

#### PROBLEMS WITH SCANNER IPOD

If a Title 15 scanner an iPod is not in use due to equipment/network failure, department members from the respective area the Title 15 deputy from the compound experiencing the problem shall:

- Attempt to troubleshoot using the reboot steps listed above
- Immediately notify a sergeant if the problem is not fixed using reboot steps
- Enter the issue and notification into the Uniform Daily Activity Log (UDAL)
- Borrow a neighboring compound's iPod to complete the safety checks
- Submit a request through the Title 15 Support Website via the intranet, Custody Information Portal or by using the following web address: <http://4-web-apps01/Title15//ReportProblem.aspx>
- Return iPod to operations and exchange for an alternate iPod, if available

If there are no available scanners, department members shall still conduct security checks and properly record them in the UDAL. If the Title 15 scanner is unavailable for more than a 24 hour period, notification shall be made to the watch commander and entered into the facility log. If a Title 15 scanner an iPod becomes inoperable due to damage, whether accidental or intentional, a work order shall be submitted and a "Damage to County Property" SH-R-49, "Damage to County Property" report shall be written. A copy of the report shall be sent to the Correctional Innovative Technology Unit (CITU) along with the inoperable Title 15 scanner iPod. If a Title 15 scanner cannot be repaired and needs to be replaced, the respective unit commander shall write a memorandum to the division chief explaining the reason for the replacement.

If there are no available iPods, personnel shall still conduct security checks and properly record them in the UDAL.

#### WATCH COMMANDER RESPONSIBILITY

The watch commander shall monitor the hourly Title 15 checks for compliance by using the following LASD intranet link:

[http://4v-cus-w1/custody\\_portal/sh\\_monitor/T15\\_MAIN.cfm?ord1=SOUF](http://4v-cus-w1/custody_portal/sh_monitor/T15_MAIN.cfm?ord1=SOUF)

In the event if the dashboard shows noncompliance, the watch commander shall immediately notify the line sergeant to investigate the reason for the noncompliance notification.

#### WATCH SERGEANT RESPONSIBILITY

The watch sergeant shall monitor the hourly Title 15 checks for compliance by using the following LASD

intranet link:

[http://4v-cus-w1/custody\\_portal/sh\\_monitor/T15\\_MAIN.cfm?ord1=SOUF](http://4v-cus-w1/custody_portal/sh_monitor/T15_MAIN.cfm?ord1=SOUF)

In the event if the dashboard shows noncompliance, the watch sergeant shall immediately notify the line sergeant and watch commander to investigate the reason for the noncompliance notification.

#### LINE SERGEANT RESPONSIBILITY

The line sergeant shall accompany line personnel on a compound (3 barracks) security check at least once during each shift. The security check shall be documented in the UDAL along with the sergeant's name.

Upon notification from the watch commander or watch sergeant that a compound is out of compliance, the line sergeant shall immediately determine the reason for the noncompliance and have it corrected immediately. The findings shall be reported to the watch commander.

Additionally, the UDAL books shall be audited at least once per week by the Title 15 sergeant to ensure all Title 15 requirements are met and properly documented. Any discrepancies shall be reported via e-mail to the concerned shift lieutenant.

#### SUPERVISING LINE DEPUTIES RESPONSIBILITY

The supervising line deputies shall assist the line sergeant with ensuring all Title 15 requirements are met and properly documented.

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**Revision Date 08/24/18**

**07/30/13 SOUF**

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~~••• 3-05-055 CCTV and Video Recording Equipment Inspections~~

### **3-05-055 CCTV and Video Recording Equipment Inspections**

**Effective Date:** 06-26-18

**Revision Date:**

**Review Date:** 06-26-20

**Reference:** CDM 7-06/010.00 Video Recording Procedures

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**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for daily inspections of all hand held and fixed Closed Circuit Television video (CCTV) recording equipment.

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### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, or working at Pitchess Detention Center (PDC) South Facility.

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### **ORDER:**

The use of video cameras within PDC South Facility is to enhance safety and effectiveness for personnel in the performance of their duties, and to provide a reviewable electronic record of incidents.

#### PORTABLE VIDEO CAMERAS

Portable video cameras (e.g., camcorders, iPods, etc.) are handheld devices used to record incidents, interviews, crime scenes, and any other situation where audio/video evidence would be useful.

All video equipment must be approved by the Custody Training and Standards Bureau (CTSB) prior to use in the Custody Services Divisions. For a current list of approved video equipment and accessories, please contact CTSB Operations at (323) 526-5514.

#### FIXED VIDEO SURVEILLANCE

Fixed video surveillance involves cameras permanently or temporarily mounted in designated locations which continuously record all activities in the cameras' view.

#### PROCEDURES FOR CONDUCTING VIDEO RECORDING INSPECTIONS

##### **General Video Equipment Inspection**

South Facility watch commanders shall ensure all video recording equipment is inspected once per shift. This requires the watch commander to confirm that personnel who use video equipment inspect their devices at the beginning of each shift to verify the following:

- Account for all assigned video recording equipment
- That all equipment is working properly
- Any necessary repairs are documented appropriately

##### **Portable Video Equipment Inspection**

- Ensure batteries for video recording equipment are charged
- The camera should be pre-set to record in a high quality mode
- The camera should not be pre-set to record with a time/date stamp as that information can be inaccurate if not set correctly and checked daily
- When applicable, there should be a blank memory storage device in the video camera and at least two additional blank memory storage devices available at the beginning of each shift
- The portable video equipment inspection shall be documented in the Uniform Daily Activity Log (UDAL)



### ~~Fixed Video Equipment Inspection~~

- ~~• At the beginning of each shift the watch commander shall confirm all CCTV surveillance cameras are properly functioning, and recording, by logging into the system and retrieving a sample recording from the previous shift.~~
- ~~• Once per shift the watch commander shall ensure real-time footage accurately reflects the correct date and time of day.~~
- ~~• These two CCTV reviews shall be documented on the Watch Commander's Shift Summary (watch commander's log) for each shift. Additionally, should any malfunctions or problems be identified, the watch commander shall complete the Watch Commander's CCTV Repair Request and submit it to South Facility operations.~~
- ~~• South Facility operations shall submit a ticket to the CCTV help desk and add a copy of the CCTV repair request to the following South Facility share file folder: [REDACTED TEXT]~~
- ~~• The watch commander shall document all actions taken in the watch commander's log, including the time the repair request was initiated.~~
- ~~• Once per shift, line personnel, including PDC laundry facility employees, shall inspect fixed CCTV cameras in their work area and shall document their inspections in the UDAL logs. Any damaged CCTV equipment shall be reported to line supervisors.~~
- ~~• Once per shift, the EM shift supervising line deputy shall log into the CCTV application and conduct a visual review of every CCTV camera angle. This review shall be noted in the watch commander's log, as well as any corrective actions taken.~~
- ~~• The CCJV sergeant and line sergeant shall review two CCTV Title 15 walks each shift.~~

~~06/26/18 SOUF~~

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### ~~• • • 3-05-060 Supervisor's Facility Security Inspection~~

## ~~3-05-060 Supervisor's Facility Security Inspection~~

~~Effective Date: 10-07-07~~

~~Reviewed Date: 02-26-20~~

~~Reference: CDM 3-06/060.00, 4-13/000.00~~

### ~~PURPOSE OF ORDER:~~

~~This order establishes procedures for facility security inspections at Pitchess Detention Center (PDC) South Facility.~~

### ~~SCOPE OF ORDER:~~

~~This order applies to the PDC South Facility lieutenant who has the facility inspections collateral and the PDC~~

~~South Facility maintenance coordinator/safety officer.~~

**ORDER:**

~~To ensure adequate inspection procedures, the PDC South Facility lieutenant who has the facility inspections collateral shall conduct a facility security inspection once a month.~~

~~The facility maintenance coordinator/safety officer shall be responsible for the testing of all facility barrack rear fire door alarm systems, to ensure they are in good working order and have not been tampered with.~~

~~Upon inspecting these doors, the maintenance coordinator/safety officer shall notify the PDC South Facility lieutenant who has the facility inspections collateral to advise of his findings. The discovery of any inadequacy shall result in the immediate action by the inspecting lieutenant to correct the problem.~~

~~The completed checklists, including findings and/or remedial action taken or recommended, shall be submitted to the South Facility unit commander. The unit commander shall review and document any further remedial action which may be warranted on the report.~~

~~The completed checklists shall be retained in the operations office for two years.~~

~~Revision Date 02/26/19~~

~~Revision Date 01/27/10~~

~~10/07/07 SOUF~~

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~~••• 3-05-070 Maintenance Requests~~

~~**3-05-070 Maintenance Requests**~~

~~Effective Date: 07-15-14~~

~~Revision Date: 10-30-20~~

~~Review Date: 10-30-22~~

~~Reference: GDM 4-07/020.00~~

~~**PURPOSE OF ORDER:**~~

~~This order establishes policy and guidelines. The purpose of this order is establish procedures for identification and documentation of maintenance requests.~~

**SCOPE OF ORDER:-**

This order shall apply ~~applies~~ to all personnel assigned to, ~~and working at Pitchess Detention Center (PDC)~~ South Facility.

**ORDER:**

REPORTING AND REQUESTING NEEDED MAINTENANCE WORK

Maintenance requests must be made routinely by all personnel who find equipment in need of repair. All maintenance requests, except emergent after-hours requests, will ~~shall~~ be submitted via email to the South Facility Maintenance Office.

Maintenance requests shall be submitted whenever any of the following are discovered:

- Leakage
- Breakage
- Malfunction of showers
- Toilets
- Sinks
- Lighting units
- Ventilation
- Heating and cooling units
- Gas lines
- Outlets
- Mold infestations

All maintenance requests made to the maintenance office shall be logged in the respective compound UDAL.

TRACKING

Maintenance Office personnel will enter the maintenance request(s) into Facilities Services Bureau (FSB) Maximo System. The statuses of maintenance requests are routinely monitored by the Supervising Line Deputy and by the maintenance through continued review of the progress on the maintenance requests and inspection of the concerned areas.

A notebook in the maintenance office contains all pending maintenance requests and any needed follow-up calls are noted on the maintenance request. Interaction between the maintenance office personnel and the assigned FSB maintenance personnel ensure clear communication on prioritizing maintenance jobs.

Any unexplained routine maintenance, which is delayed more than 10 days, is brought to the attention of the supervising line deputy, for follow-up with FSB personnel.

Delays longer than three (3) weeks are to be brought to the attention of the operations sergeant, for

notification to the operations lieutenant and follow-up with the concerned FSB supervisors.

### EMERGENCY REPAIRS

Emergency repairs must be reported immediately to a supervisor, logged in the UDAL, and a maintenance request submitted via UDAL. After hours and on weekends, emergency repairs must be requested through the Twin Towers Correctional Facility control at (213) 893-5100. The watch commander will ensure FSB personnel respond to handle emergency repair, noting both the problem and the disposition in the Watch Commander's Log.

### MOLD INFESTATIONS

In the event a mold infestation is discovered, immediate attempts shall be made to remove the infestation. A solution of 60% BLEACH/ 40% WATER should be sprayed on the affected area and scrubbed with a brush. Reapply the solution until the area is mold free. Wipe the area down with a clean cloth and allow it to dry. If necessary, prepare the affected area with "Zinsser mold killing primer," and apply a finish paint once it is applicable to do so.

Inmates shall not have access to bleach or "Zinsser mold killing primer." These items shall be locked in a storage container and maintained by maintenance personnel. When the above cleaning materials are needed, the requesting deputy or officer shall notify maintenance personnel via a maintenance request on South Facility's intranet page.

For large mold infestations, Facilities Services Bureau (FSB) shall be notified immediately. FSB personnel shall determine the source of the infestation and the steps for treatment.

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**Revision Date 10/30/20**

**07/15/14 SOUF**

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••• **3-05-080 Facility Towers**

### **3-05-080 Facility Towers**

**Effective Date:** 09-10-97

**Revision Date:** 03-17-17

**Review Date:** 03-17-19

**Reference:** GDM 5-08/010.0

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**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines **procedures** pertaining to the security towers between the perimeter fences of the Pitchess Detention Center (PDC) South Facility.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

**ORDER:**

~~[REDACTED TEXT]~~

~~The primary function of the tower position is to monitor the safety of civilian employees and compound officers, conduct visual perimeter checks, guard against escapes, and report fires, fights, unusual occurrences, and security violations (e.g., suspicious activity, vehicles, or persons at or near the interior/exterior fence line).~~

~~[REDACTED TEXT]~~

~~Reading material, visual electronic devices (e.g., televisions, video games, lap top computers, etc.) or other items that may distract tower personnel and diminish their ability to remain vigilant, are not permitted within the tower. Tower personnel are responsible for the presence of, and removal of any such items.~~

~~After a period of four (4) hours, personnel should notify the on-duty supervising line deputy to arrange relief and rotate out for a period of thirty (30) minutes, if relief is available. The purpose of this personnel rotation is to ensure continued diligence in monitoring perimeter of the facility.~~

~~The towers shall be inspected at least once per month by the facility maintenance coordinator/safety officer in order to keep them fully operational, should the need arise to use them.~~

~~Any activity involving the inspection or staffing of the towers shall be recorded in the designated Uniform Daily Activity Log (UDAL) book located in each respective work location.~~

~~For additional information on the specific responsibilities of tower officers, refer to the PDC South tower deputy duty statement.~~

~~Revision Date 10/30/20~~

~~09/10/97 SOUF~~

~~••• 3-05-085 Perimeter Light Inspection~~

**3-05-085 Perimeter Light Inspection**

**Effective Date:** 05-14-20

**Revision Date:**

**Review Date:** 05-14-22

**Reference:** CDM 3-06/020.00

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for ensuring the proper functioning of perimeter lights at Pitchess Detention Center (PDC) South Facility.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and/or working at PDC South Facility.

**ORDER:**

[REDACTED TEXT]

The inspection of the perimeter lights shall be documented on the "Pitchess Detention Center—South Facility Daily Security Inspection Sheet—Perimeter Lighting" form. The form shall then be submitted to the EM shift supervising line deputy for processing.

The EM shift supervising line deputy shall notify the EM shift watch deputy of any reported malfunctioning lights (e.g., burned out, flickering, etc.). The EM shift watch deputy shall submit a facility maintenance request [REDACTED TEXT] noting the specific light number and problem. Malfunctioning lights, and submittal of any maintenance requests pertaining to them, shall be documented in the EM shift watch deputy's log.

**05/14/20 SOUF**

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~~••• 3-05-090 Key Control Procedure~~

## **3-05-090 Key Control Procedure**

**Effective Date:** 06-26-97

**Revision Date:** 08-15-18

**Review Date:** 08-15-20

**Reference:** GDM sections 3-06/120.00, 3-06/130.00

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### **PURPOSE OF ORDER:**

This ~~The purpose of this order is to~~ establishes policy and guidelines ~~procedures~~ for the issuance and control of keys at ~~Pitchess Detention Center (PDC)~~ South Facility.

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### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and/or works in any capacity ~~working~~ at PDC South Facility, specifically the desk officer and watch deputy.

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### **ORDER:**

#### INITIAL ISSUANCE TO CUSTODY ASSISTANTS/DEPUTIES

Newly assigned personnel shall be issued ~~a front gate/office (67) key and a gun locker key (for deputies).~~ Female employees will also be issued a ~~women's locker room (NR) key (to the women's locker room).~~ These keys shall remain with the employee while the employee is assigned to PDC South Facility and shall be returned to the key collateral sergeant when the employee is transferred. \_\_\_\_\_

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#### INITIAL ISSUANCE OF KEYS TO LIEUTENANTS & SERGEANTS

Newly assigned lieutenants and sergeants shall be issued the following keys: ~~a 67, gun locker, SLR, and an NR key (to the women's locker room) (for female personnel).~~

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#### DAILY ISSUE

~~Compound gate keys (blocks) are numbered, secured on welded rings and stored in a key locker at PDC~~

South main control (David). At the beginning of each shift, the South David desk officer will count the inventory in the key locker and account for each key block listed on the South Facility key log. The desk officer will list all new key block assignments on the key control roster and in-service sheet.

All oncoming personnel, on each shift, will receive their assigned keys a key block from the desk officer. Personnel shall not obtain a key block from the person they relieve. Any discrepancy shall be brought immediately to the attention of the watch deputy.

**The exchange of keys shall be made at the PDC South Facility desk South David key drop slot only. Departing personnel shall not wait in the area in or around Main Control or attempt to move further up the compound in an attempt to hasten their departure.**

If an employee's assigned relief is late, that employee should contact the watch sergeant, who will determine whether the employee shall be held over or allowed to leave.

Following the count at the beginning of each shift, the watch deputy or desk officer shall conduct an inventory using roll call and ask each employee to identify all key blocks they have in their possession. The desk officer shall be responsible for documenting all key block assignments accounting for all keys on the key log located in South Facility's shared files in the following location: \\1-pdc-01\Sharefil\PDC-SOUTH FACILITY\04 Desk\Key-RTSC Log. In the event any key block is unaccounted for or missing, the watch sergeant shall immediately be notified. Any visiting personnel (not compound personnel) who require a key block are to be tracked on the Entry/Exit Key Tracker located at South David.

**All personnel shall maintain personal possession of their keys at all times. At no time shall personnel give their key block to someone else to handle the key exchange for them. If this occurs, both employees (the one who gave away the key block and the one who received it) will be in violation of this order, and will be subject to disciplinary action.**

#### EMERGENCY RESPONSE TEAM

Whenever a PDC South Facility emergency response team (E.R.T.) response is required to leave the facility, a sergeant or senior deputy will collect the key blocks assigned to the team members before they leave PDC South Facility.

#### LUNCH BREAKS AWAY FROM PDC SOUTH FACILITY

Personnel eating lunch away from PDC South Facility, but remaining on Ranch property, may retain their keys. Personnel leaving the facility or who will be away for an extended amount of time shall return their key blocks to the watch deputy or desk officer.

**At no time will one shall any employee give his/her keys to another employee to hold while they leave the facility for a lunch break. The only exception to this rule is when the employee has made prior arrangements to leave the keys with the shift senior deputy.**

#### KEY CABINET

With the exception of the assigned watch commander, key collateral sergeant, or main



control personnel assigned to South David, shift personnel shall not remove keys from, or place keys in, the key cabinet. Whenever keys are removed from the key cabinet, a note shall be made in the key log, listing who to whom those keys were issued to. The key cabinet shall be kept locked except when accessing keys. The watch deputy shall maintain key cabinet security.

### KEY SAFE

With the exception of the key collateral sergeant, no one shall remove keys from the key safe without the direction of the watch commander. In all cases, when a set of keys is taken, a memo shall be directed to the key collateral sergeant.

### OBTAINING NEW KEYS AND REPLACING DAMAGED KEYS

To obtain new keys, arrangements should be made in advance with the key collateral sergeant. In cases of immediate need, arrangements must be approved by the watch commander and a memorandum, detailing listing the keys that were obtained, shall be sent to the key collateral sergeant.

If a key becomes inoperable, the watch sergeant will shall be notified and a repair tag will shall be placed on the key block. The watch sergeant will ensure that the key collateral sergeant is notified, who will then notify the maintenance coordinator and submit a repair order.

### LOCK 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 maintenance personnel for repair.

### MISSING/LOST KEYS

Personnel shall, without delay, notify their immediate supervisor of missing or lost key blocks. Additionally, the concerned supervisor shall immediately advise the watch commander of the missing or lost key blocks.

Should the watch commander discover a key block missing, he/she shall initiate a search for the missing key block and conduct an inquiry concerning its disappearance. If the keys are missing key block is found, the watch commander shall ensure that the keys are returned to the unit for placement into service. If the watch commander determines that negligence was a contributing factor in the keys key block's disappearance, then the watch commander shall take whatever additional appropriate action he/she deems necessary.

If the missing key block cannot be found, and all reasonable efforts to locate it have been expended, the watch commander shall prepare a memorandum indicating and describe his/her attempts to locate it. The watch commander shall inform the key collateral lieutenant concerning the missing keys. The watch commander shall also direct a member from the assigned shift on which the keys were discovered missing, to prepare a "Lost Property" report on an Incident Report (SH-R-49). The employee who was responsible for the missing key block shall prepare a detailed memorandum to the unit commander.

### WATCH DEPUTY KEY COLLATERAL

The watch deputy and the desk officer for each shift has the collateral duty of key control. He/she will be

responsible for maintaining an inventory of all keys and will assist the key collateral sergeant as directed.

**Note: To prevent a key from accidentally sliding off the ring, all security key blocks must be soldered shut.**

EMERGENCY RESPONSE KEYS

There are twelve emergency response key blocks in the key cabinet in Main Control located at South David. Each key block holds the following keys: OGP, AB1, AB2, 67, FP1, Y59 (Yale lock) and M59 (Master lock).

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~~Revision Date 08/15/18~~

~~Revision Date 05/02/18~~

~~06/26/97 SOUF~~

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~~••• 3-05-095 Rescue Tool Safety Cutter Control Procedure~~

~~**3-05-095 Rescue Tool Safety Cutter Control Procedure**~~

~~Effective Date: 06-11-17~~

~~Revision Date: 06-11-17~~

~~Review Date: 06-11-19~~

~~Reference: GDM 3-06/140.05~~

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**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines **procedures** for the issuance, control and security of the Department approved rescue tools/safety cutters assigned to Pitchess Detention Center (PDC) South Facility.

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**SCOPE OF ORDER:**

~~This order applies to all personnel assigned to, and working at PDC South Facility.~~

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**ORDER:**

Rescue tools/safety cutters are a useful tool to aid in response to incidents of inmate self-harm. Custody Operations has approved the following tools to be used within custody:

- Blackhawk Hawkhook
- Benchmade Houdini Pro

Personal rescue tools/safety cutters shall not be allowed within security at PDC South Facility. Custody Support Services (CSS) has issued fourteen (14) rescue tools/safety cutters to be used at PDC South. The rescue tools/safety cutters assigned to South Facility shall be secured and inventoried at South Facility main control.

The rescue tools/safety cutters shall be assigned to each compound prowler rover on every shift. Once the rescue tools/safety cutters are assigned, they shall be logged on the Key/RTSC Log located in the South Facility shared files in the following location:

[REDACTED TEXT]

If a rescue tool/safety cutter becomes lost or missing within South Facility, personnel shall immediately notify the watch commander and the facility will initiate a lockdown, in accordance with procedures outlined in Custody Division Manual (CDM) section 4-01/030.00 "Lockdown." A search shall then be conducted until the tool is accounted for.

Upon completion of the compound prowler's shift, the assigned rescue tool/safety cutter shall be returned to the desk officer at South Facility main control. Personnel shall not "hand off" the rescue tools/safety cutters to personnel on the next shift. Each compound prowler shall be responsible for returning the tool assigned to him/her them.

Compliance with GDM 3-06/140.05, "Rescue Tools/Safety Cutter" will be audited during the annual facility security inspection.

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~~••• 3-05-100 Main Control & Administrative Hallway Security~~

~~**3-05-100 Main Control & Administrative Hallway Security**~~

~~**Effective Date:** 02-26-93~~

~~**Revision Date:** 02-07-17~~

~~**Review Date:** 02-07-19~~

~~**PURPOSE OF ORDER:**~~

The purpose of this order is to establish guidelines ~~procedures~~ to assist in the maintenance of facility security at Pitchess Detention Center (PDC) South Facility, specifically the administrative offices and main control in the event of a major incident.

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**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

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**ORDER:**

This order pertains to the "hard" security door located in the [REDACTED TEXT]

The "hard" security door is to be kept closed and locked at all times. Personnel entering or exiting through this door shall ensure that it is closed and locked behind them upon their entry/exit. Inmates shall not be permitted to enter the administrative office hallway or building without direct supervision by deputy or custody assistant personnel. The gate control deputy and [REDACTED TEXT]

[REDACTED TEXT]

When inmates are present in the administration building hallway, they shall remain seated and directly supervised at all times by a deputy or custody assistant. [REDACTED TEXT] Supervising personnel shall ensure there is no talking by inmates. Inmates shall not block or be in close proximity to any door located along the hallway. Under no circumstances shall inmates be allowed past the red line located halfway down the hallway unless they are directly escorted and supervised by staff.

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**Revision Date 11/10/20**

**~~02/26/93 SOUF~~**

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~~••• 3-05-110 Public Tours~~

**3-05-110 Public Tours**

**Effective Date:** 04-01-09

**Revision Date:** 02-26-18

**Review Date:** 02-26-20

**Reference:** MPP 3-09/180.00; GDM 3-11/000.00

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**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for conducting routine public tours of the facility in order to foster public confidence by demonstrating the professionalism and dedication of Custody Division personnel assigned to Pitchess Detention Center (PDC) South Facility.

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**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

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**ORDER:**

Public tours of PDC South Facility shall be conducted in accordance with the guidelines and standards set forth in section 3-11-000.00 of the Custody Division Manual.

The operations deputy shall be responsible for scheduling and conducting all routine public tours. Routine public tours at South Facility can be scheduled to take place during normal business hours on Tuesday and Thursday or between 0700 and 1430 hours on Wednesday and Friday. If the operations deputy is not available to conduct a scheduled tour, they shall assign an alternate deputy to conduct the tour.

Persons wishing to participate in a tour of PDC South Facility shall be required to schedule their tour at least a week in advance. Those requesting a tour may schedule one by contacting the operations staff, Monday through Friday, during the AM shift. The operations deputy shall 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 operations deputy shall ensure a background record check has been conducted for every person requesting a tour, in order to identify any potential security risks.

Due to PDC South Facility having open housing areas with no barriers, 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 Tour Agreement and Civil Claims Release form (SH-J-444) shall be completed, signed, and retained at PDC South main control (South David) until the tour is completed.
- The identification of the individual requesting to tour the facility shall be checked to ensure that they are the same individual for whom a background check was conducted.
- All persons on the tour shall be escorted to South David to exchange their identification for a red South Facility visitor's pass, and to sign the South Facility visitor log.
- Approval for all routine public tours shall be at the discretion of the on-duty watch commander. The Department member giving the tour shall advise the on-duty watch commander of the number of individuals requesting to tour the facility, and obtain approval prior to entering the facility and conducting

the tour.

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 1–2 hours, with the following areas being shown:

- Administration
- Main control
- Inmate housing (civilians shall not be taken inside barracks while inmates are present).
- Inmate dining room (IDR)/kitchen
- Inmate library
- Merit program
- Yard (tours shall not be taken into the yard if inmates are present)
- Medical services (tours shall not be taken into the clinic area, but may be shown the area from outside)
- Inmate Processing Area (IPA) (tours shall not be taken into the IPA 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
- PDC South Facility visiting center

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

- Facility armory
- Facility keys, including but not limited to, key numbers, labeling, their usage, and out of security storage locations.
- O.S.J. Operation Safe Jails (OSJ) office
- Facility towers
- Dock areas
- Roof tops

At the conclusion of the tour, all individuals shall return to South David, sign out of the visitor's log, and return all visitor's passes. The deputy escorting the tour shall:

- Escort all participants to the administration briefing room and will fill out any paperwork the participants may need
- Complete a Custody Facility Public Tour Information Form (SH J 443), utilizing a unit reference number, and submit the completed form to operations for input into the Custody Automated Reporting and Tracking System (CARTS)
- Submit a memorandum to the unit commander which includes the following information:
  - Date and time of tour
  - Duration of the tour
  - Audience composition
  - Number in attendance
  - Subject of tour

~~Revision Date 02/26/19~~

~~04/01/09 SOUF~~

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~~3-05-120 Maintenance/Instructors/Custody Facility Guest Key and Pass Procedures~~

## ~~3-05-120 Maintenance-Instructors-Custody Facility Guest Key and Pass Procedures~~

~~Effective Date: 07-01-08~~

~~Revision Date: 08-21-18~~

~~Review Date: 08-21-20~~

~~Reference: GDM 3-10/000.00, 5-10/020.00~~

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### ~~PURPOSE OF ORDER:~~

~~The purpose of this order is to establish procedures for the issuance of guest passes and keys for person(s) requesting to enter Pitchess Detention Center (PDC) South Facility.~~

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### ~~SCOPE OF ORDER:~~

~~This order applies to all personnel assigned to, and working at PDC South Facility, including civilian volunteers and workers.~~

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### ~~ORDER:~~

~~PDC South main control (South David) personnel are responsible for issuing guest passes to authorized civilian visitors, employees not assigned to PDC South Facility, and contractors. This includes maintaining a visitor log and key/pass inventory. All persons not assigned to PDC South Facility must contact the South David desk officer to request entry. Before passes are issued, the desk officer shall ascertain the reason for entry and ensure the guest(s) are authorized to enter the facility by referencing the Approved Facility Access List (a PDF file consisting of approved visitors) which is emailed monthly and stored in the South Facility shared files in the following locations:[REDACTED TEXT]~~

~~The desk officer shall provide the appropriate visitor's pass, and arrange for an escort, if necessary. The~~

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## Pitchess Detention Center - South Facility

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~~guest shall be instructed to display the visitor's pass prior to being granted access into the facility. The desk officer will hold and secure all personal forms of identification provided by visitors.~~

~~All visitors shall be checked for warrants to ensure they are not a security risk. If the person(s) are approved to access the facility, the desk officer shall issue one of the below listed South Facility visitor's passes, based on the purpose of the visit.~~

~~[REDACTED TEXT]~~

~~This form shall list the person's name (first and last), visitor pass number, issued key block (if applicable), location where the guest will be visiting, time in, and time out.~~

~~All visitor's passes shall be displayed at all times by guests while inside security at PDC South Facility.~~

~~Desk personnel shall only issue keys to instructors (e.g., MERIT, EBI, Back on Track) and chaplains. Only two sets of chapel keys shall be issued per chapel session. If the chapel is open, and two sets of chapel keys have been issued, all subsequent chapel key requests shall be denied unless approved by the watch commander.~~

~~PDC South Facility compound security keys shall not be issued to any guest.~~

~~Guests' identification shall not be returned until they have returned the visitor's pass and any keys they were issued. Keys (if applicable) and visitor's passes shall be returned ONLY by the person to whom they were issued.~~

### GUEST CLEARANCE

~~Chaplains who enter the compound must be cleared through the Office of Religious and Volunteer Services (RVS).~~

~~Teachers and civilian workers who have been cleared are listed in the Approved Facility Access list.~~

~~Chaplains, teachers and civilian workers, who are cleared, will trade their personal identification (ID) at main control for the appropriate colored facility visitor's pass.~~

~~[REDACTED TEXT]~~

### INVENTORY OF PASSES

~~All PDC South Facility passes (including assigned passes) shall be inventoried at the beginning and end of every shift. This inventory shall be documented in the shift log.~~

~~If a pass is determined to be missing, the watch commander and/or watch sergeant shall be notified immediately. The watch commander and/or watch sergeant shall take action they deem necessary to locate the pass. If the pass is not located, the watch commander shall notify operations (via email or memo) 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.~~



~~Control, maintenance and procedures for lost civilian visitor keys shall be governed by South Facility unit order 3-05-090, "Key Control Procedure."~~

~~Any deviation from this unit order shall require watch commander approval.~~

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~~Revision Date 02/26/19~~

~~07/01/08 SOUF~~

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~~••• 3-05-130 Use Of Radio By Desk Personnel~~

### ~~3-01-010 Use of Radio by Desk Personnel~~

~~Effective Date: 02-03-98~~

~~Reviewed Date: 12-30-18~~

~~Reference: GDM 3-06/055.10~~

#### ~~PURPOSE OF ORDER:~~

~~The purpose of this order is to establish procedures for radio transmissions and the use of hand held radios by desk personnel.~~

#### ~~SCOPE OF ORDER:~~

~~This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.~~

#### ~~ORDER:~~

~~Desk personnel at PDC South Facility are responsible for monitoring all facility radio traffic communication.~~

~~In order to ensure all transmissions to and from desk personnel are received throughout the compound, all desk personnel shall only use the base station, located in the desk area, for radio transmissions.~~

~~Desk personnel shall be allowed to carry and utilize a handheld radio when outside the desk area.~~

~~Revision Date 12/30/18~~

~~02/03/98 SOUF~~

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~~••• 3-05-140 Portable Radio and Battery Procedures~~

**3-05-140 Portable Radio and Battery Procedures**

**Effective Date:** 10-02-07

**Revision Date:** 01-28-09

**Review Date:** 10-04-12

**Reference:** MPP 3-01/040.15 and MPP 3-07/010.40

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**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the inventory, control and care of portable radios.

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**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) South Facility. This order shall conform to the guidelines set forth in the Department Manual of Policy and Procedures.

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**ORDER:**

The A Motorola HT-1250 APX 8000 portable radios, two batteries, and a radio/battery charging dock will shall be issued to all sworn and custody assistant personnel assigned to PDC South Facility. Because each individual will be issued their own radio, it is not necessary to turn the in radios in to PDC South main control desk (David) personnel at the end of each shift.

A facility radio control log will shall be maintained by the watch deputy Title-15/Maintenance supervising line senior and shall be accessible by PDC South David personnel. All radios assigned to PDC South personnel, and any outside personnel working at South Facility, will shall be included on the log for both accountability and emergency purposes. In the event of an emergency trigger activation, the watch deputy will be able to reference the radio log and identify to whom the activating radio is assigned. Each individual's name, unit of assignment and radio identification number shall be noted on the radio control log.

Personnel from outside units working overtime at PDC South Facility will be issued a radio by the Watch Deputy. Each individual's name, unit of assignment and radio identification number shall be noted on the radio control log. Any radios issued to outside personnel shall be collected by the Watch Deputy at the end of each shift.

It is each individual's responsibility to ensure they have their assigned radio available to them during their

~~assigned working hours. If, for any reason, personnel do not have their assigned radio available, they shall immediately notify the watch sergeant for a temporary replacement. The watch sergeant will document the radio number and reason for having to issue a radio.~~

~~During off-duty hours, the radio shall be stored without a battery, in a secured location, at their normal unit of assignment. In most cases, an individual's assigned locker is the most appropriate location for the storage. Radios shall not be taken home without prior approval by the unit commander. Any personnel working overtime at another unit of assignment or participating in a ride-along program will be assigned a radio from that unit. Personnel shall not take their issued radio from PDC South to another assignment without prior approval of the unit commander or their designate~~  
~~designee.~~

~~All personnel shall exercise reasonable care to prevent damage, loss or theft of their radio (Refer to Manual of Policies and Procedures [MPP] 3-01/040.15). All personnel will shall carry the radio in a radio holder, or utilize the issued radio clip, and shall refrain from placing the radio in a rear pants pocket. In the event a radio is lost, stolen or damaged, personnel shall refer to the Manual of Policies and Procedures section shall be adhered to (Refer to MPP section 3-07/010.40), "Lost/Stolen/Damaged Radio Equipment and Accessories." Radios shall not be permanently marked in any manner. Any such marking or engraving will shall be considered damage to County property.~~

~~The charging of batteries shall primarily be the responsibility of the Watch Deputy. Personnel shall deliver a used battery to the Watch Deputy and exchange it for a fully charged one. The Watch Deputy shall be responsible for the immediate charging of any depleted batteries and ensuring that batteries are fully charged. All fully charged batteries shall be placed in the charged battery box.~~

~~South Facility personnel shall be responsible for charging their own batteries using their own radio/battery charging dock.~~

~~Additionally, there are several other battery chargers located throughout the Facility at South David where charged batteries can be obtained on a "one for one" exchange basis. Personnel shall not remove a battery from these chargers without replacing it with a discharged one in order to ensure a constant supply of batteries to all personnel. Under no circumstances shall personnel leave loose batteries at any location except in designated chargers (i.e. e.g., staff stations, etc.).~~

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~~Revision Date 11/11/20~~

~~10/02/07 SOUF~~

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~~••• 3-05-150 Vehicles Inside of Security~~

## ~~3-05-150 Vehicles Inside of Security~~

~~Effective Date: 01-01-09~~

~~Revision Date: 12-30-16~~

~~Review Date: 12-30-18~~

~~Reference: MPP 3-01/090.10, 3-01/090.25~~

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**PURPOSE OF ORDER:**

~~The purpose of this order is to outline **establish** procedures for all vehicles brought into the secured areas of Pitchess Detention Center (PDC) South Facility.~~

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**SCOPE OF ORDER:**

~~This order applies to all personnel assigned to, and working at PDC South Facility, as well as any personnel operating vehicles within the confines of South Facility.~~

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**ORDER:**

~~All vehicles driven into the secured areas of the facility shall enter through the authorized vehicle gates. Additionally, every effort shall be made to have vehicles enter security through the vehicle sally ports.~~

~~Personnel bringing a vehicle into facility security shall ensure the vehicle is parked in accordance with all department operating procedures. Once parked, no vehicle shall remain running without personnel in immediate control of that vehicle. If the vehicle is shut off, the operator shall ensure the keys to that vehicle are secured and not left un-attended at any time. Keys shall never be left in any area where they could be accessed by any inmate(s).~~

~~If, for any reason, inmates are permitted to access a parked vehicle inside security, a deputy or custody assistant shall directly supervise the inmates and the vehicle at all times. At no time shall any inmate, inside of security, be allowed to enter the driver's compartment of a vehicle.~~

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**Revision Date 10/30/20**

**09/10/97 SOUF**

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~~••• 3-05-160 Escorting Private Contractor and Vendor Security~~

**3-05-160 Escorting Private Contractor and Vendor Security**

Effective Date: 06-01-10

Revision Date: 02-26-19

Review Date: 02-26-20

Reference: CDM 3-01/090.05, 3-10/000.00, 3-10/010.00, 3-10/015.00

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**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines that will aid in the security of Pitchess Detention Center (PDC) South Facility, and contribute to the safety of civilians entering the facility.

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**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

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**ORDER:**

Non-Sheriff's Department personnel, who enter PDC property, are subject to being searched at any time (including their vehicles) while visiting PDC South Facility and all entities under South Facility command.

Non-Sheriff's Department personnel shall abide by Custody Division Manual (CDM) Sections 3-10/000.00, Security Passes and 3-10/015.00, Custody Entry and Exit Procedures, and their approval to enter South Facility shall be verified by personnel working at PDC South main control (South David). South David personnel shall verify if non-Sheriff's Department personnel are authorized through the office of Religious and Volunteer Services (RVS) by referencing the approval list (a PDF file consisting of approved non-Sheriff's Department visitors) which is emailed monthly and stored in the South Facility shared files in the following locations:[REDACTED TEXT]

Non-Sheriff's Department personnel who do not require an escort are highlighted in green. Non-Sheriff's Department personnel who require an escort are highlighted in pink. Non-Sheriff's Department personnel who are approved for attorney room visits are highlighted in yellow.

Once approved, non-Sheriff's Department personnel shall leave their government issued identification with desk personnel and be issued a visitor's pass. All non-Sheriff's Department personnel must be recorded on PDC South Facility's visitor entry and exit log, located at South David.

Deputies and custody assistants assigned as escorts shall be responsible for the safety of the civilians and for the security of tools and equipment. Non-Sheriff's Department personnel shall be required to carry an inventory list, at all times, of all tools and equipment in their possession. Inventory lists must be reconciled by custody

~~personnel prior to leaving the facility. Any discrepancies will be immediately reported to the watch commander. In addition, possession of a cellular phone or electronic communication device within a secured area is a violation of GDM 3-01/090.05, and is prohibited by law (4575[a] pc).~~

~~Prior to any vehicles entering PDC South Facility, the on-duty watch commander shall be notified and grant authorization. Drivers wishing to enter South Facility with their vehicles shall be searched prior to entering and immediately prior to exiting the exterior perimeter gates of PDC South Facility. In addition, a deputy or custody assistant shall remain posted at the vehicle, if inside a secured area. The vehicle shall remain locked and vehicle keys surrendered to the security staff posted to the vehicle.~~

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~~**Revision Date 02/26/19**~~

~~**06/01/10 SOUF**~~

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~~••• **3-05-170 BOQ Issuance and Key Control**~~

### ~~**3-05-170 BOQ Issuance and Key Control**~~

~~**Effective Date:** 12-22-09~~

~~**Revision Date:** 08-17-18~~

~~**Review Date:** 08-17-20~~

~~**Reference:** GDM 3-06/120.00~~

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

~~The purpose of this order is to establish procedures regarding the issuance and control of keys for the Barrack Bachelor Officer's Quarters (BOQ), and for maintaining an accurate account of who is occupying the BOQs.~~

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

~~This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.~~

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#### ~~**ORDER:**~~

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~~This order pertains to the check-in and check-out procedures regarding the issuance and control of BOQ keys, and maintaining the sign-up sheets posted in the watch sergeant's office. The maintenance of this information is imperative in the event of an emergency, if any damage to a BOQ occurs, as well as to maximize their usage.~~

~~South Facility is assigned ten BOQ units. These units are located in [REDACTED TEXT]~~

~~When an employee requests the use of a BOQ, the employee shall contact a sergeant, who shall open the BOQ key locker and provide a BOQ unit key. The name of the employee shall be logged on the sign-up sheet. When the key is returned, the sergeant shall cross the name of the user off the sign-up sheet and return the key to the key locker.~~

~~The key to the BOQ key locker is kept in the [REDACTED TEXT] An additional key to the key locker, the supervisor's BOQ keys, and back-up keys to the remaining BOQ units are located in [REDACTED TEXT]~~

~~At the beginning of each shift, the watch sergeant shall account for all BOQ keys. If a key is missing, and no one has reserved usage of the unit, the watch sergeant shall contact the last person assigned to the BOQ and ascertain the whereabouts of the key. If the watch sergeant is unable to contact the last occupant, the BOQ shall be checked for occupancy. This can be done in person, or by assigning an Adam Unit to assist with the check. After all keys are accounted for, the watch sergeant shall initial the sheet next to the corresponding date and shift.~~

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~~Revision Date 08/17/18~~

~~12/22/09 SOUF~~

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~~••• 3-05-180 Active Shooter Response~~

## ~~3-05-180 Active Shooter Response~~

~~Effective Date: 09-30-16~~

~~Revision Date: 04-03-19~~

~~Review Date: 04-03-21~~

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### ~~PURPOSE OF ORDER:~~

~~The purpose of this order is to familiarize Pitchess Detention Center (PDC) South Facility personnel with active shooter situations and explain the response procedures.~~

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**SCOPE OF ORDER:-**

This order applies to all personnel assigned to, and working at PDC South Facility.

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**ORDER:**

An active shooter is a suspect or suspects who are actively using firearms to immediately cause serious bodily injury or death to innocent victims. The activity is not contained and there is a need for rapid deployment of a contact team.

The PDC ranch encompasses [REDACTED TEXT] and contains four (4) custody facilities situated within the property boundaries. [REDACTED TEXT]

The four patrol units [REDACTED TEXT] would be deployed to the three other jails if requested (North County Correctional Facility [NCCF], North and East Facilities). [REDACTED TEXT] are most likely to be the first responders to an active shooter event.

The active shooter response plan is outlined in the following pages demonstrating proper tactics in handling an active shooter event in the open and expansive layout of the ranch property. Keep in mind however, that with any tactical situation, these are just guidelines. You must adapt to a fluid active shooter situation.

**ACTIVE SHOOTER GUIDELINES**

Time permitting, the first responders shall assess the situation and notify PDC South main control (South David) immediately. Appropriate resources shall be requested.

These resources include as many of the following as possible: [REDACTED TEXT]

**INITIAL RESPONDERS**

[REDACTED TEXT]

**EVACUATION/RELOCATION SITE**

An area shall be established where witnesses and victims can be released to family once the scene is secured.

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**Revision Date 04/03/19**

**09/30/16 SOUF**

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**••• 3-05-190 Laundry Facility Security**



## **3-05-190 Laundry Facility Security**

**Effective Date:** 08-16-16

**Revision Date:** 09-20-18

**Review Date:** 09-20-20

**Reference:** MPP 3-06/110.10; GDM 5-01/020.00

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### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines and procedures for security at the Pitchess Detention Center (PDC) laundry facility.

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### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at the PDC laundry facility.

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### **ORDER:**

The overall operation and staffing of the PDC laundry facility is under the command and control of PDC South. All other South Facility unit orders and policies apply to personnel assigned to the laundry facility.

### **STAFFING**

The laundry facility is staffed by both custody assistants (CA) and deputies. Personnel are assigned to the laundry facility by the PDC South scheduling office.

In the event there is insufficient staffing at the laundry facility due to sick call-ins or scheduled time off, personnel from the line at PDC South Facility may be temporarily assigned to work there.

### **GENERAL FACILITY SECURITY**

All personnel assigned to the laundry facility are responsible for the security and operation of the facility. Each employee assigned to the laundry facility shall familiarize themselves with the laundry facility unit orders, duty statements and emergency procedures.

South Facility personnel assigned to work at the laundry facility are responsible for supervising and monitoring the inmates assigned to work at the laundry facility. Personnel shall, at all times, know the location and status of each inmate assigned to their work location. Personnel will update and shall keep an accurate roster of the

inmates assigned to their work location.

All incidents involving violations of "roaming" and "out of bounds," which takes place outside the walls of the laundry operation (e.g., rear dock, front dock, roadways, etc.), shall be reported to a supervisor. The supervisor will decide whether discipline is warranted.

All inmate movement between work stations, within the laundry facility and between facilities, will be coordinated through the laundry facility's main control.

## VEHICLE SECURITY

Numerous county and non-Sheriff's Department vendor vehicles enter and exit the laundry facility on a daily basis. As a means to prevent the possible escape of inmates, the following procedures shall be followed:

### Main Laundry

- When a non-Sheriff's Department vendor arrives at the front gate of the laundry facility, the security gate person shall alert the laundry dock security personnel and laundry senior deputy (or another on-duty supervisor) that there is a vendor vehicle preparing to come through the gate
  - The supervisor will ensure there are two security personnel on the dock to receive the vehicle before it arrives at the dock, and the supervisor will inform the security gate person to allow the vehicle to enter
- There shall be at least two security personnel (deputy or CA) on the front dock if there is any vehicle being loaded or unloaded, or if there are any inmates present on the dock
  - If there is a non-Sheriff's Department vendor vehicle at the front dock, at least one (1) security person shall remain with the vehicle at all times until it is secured and driven out of the facility
  - The other security person shall monitor the general front dock activity to ensure no inmates enter the vehicle, or assist the driver
  - Inmates shall not assist non-Sheriff's Department vendors with the loading or unloading of their vehicles, nor shall inmates converse or have any other contact with non-Sheriff's Department drivers/passengers
  - If there is a need for the inmate to speak with anyone from a non-Sheriff's Department vendor, the inmate shall receive permission from security personnel, and security personnel shall be present
- All trucks and cargo containers shall be inspected by the laundry security staff prior to leaving the laundry facility
  - The trucks and containers shall be inspected for inmates and contraband at the front loading dock
- Once the truck has cleared inspection, a padlock and a **green** cargo truck seal shall be placed on the latch locking mechanism by security personnel
  - An intact green seal indicates the truck is clear to leave the facility
- Prior to letting a truck leave the facility, the security gate personnel shall inspect the cargo seal and ensure it has not been tampered with or removed
  - The truck and container shall not be allowed to proceed until the truck and container are re-inspected by laundry security personnel

- Trucks and containers, which are not fully loaded and are left at the front dock between inmate work shifts, shall be inspected and sealed with a red cargo truck seal
- When the subsequent shift arrives at the laundry facility and a new inmate crew is ready to resume loading the containers, the red seal may be removed
- When not being actively loaded, all truck cargo containers shall be secured with a padlock

### **Laundry Warehouse**

- The warehouse security person shall remain with all delivery vehicles that are at the dock for less than two hours
- For large deliveries or pick-ups, the security person should remain with the vehicle as much as possible to ensure the inmates only assist the warehouse workers in the loading/unloading of the vehicles, and that there is no contact between the vehicle's occupants and the inmates
- A count of all the inmates shall be completed prior to any vehicle leaving the warehouse
  - This count shall be recorded
- This count can be in concert with the standard hourly counts, but the purpose of this count is to ensure all inmates are accounted for prior to any vehicle leaving the facility
- Since there is a relatively small number of inmates assigned to the warehouse, this should not delay the warehouse operations
- If at any time there is a discrepancy with the count at the warehouse or laundry facility's main control, the laundry's front gate security person and a supervisor shall be immediately notified and no vehicles shall be allowed to leave the facility
  - If the count discrepancy is not quickly resolved, the South Facility watch commander shall be immediately notified and advised of a possible escaped inmate, and that escape procedures should be put into effect
  - The laundry supervisor shall ensure that any/all vehicles which recently left the facility shall be recalled back
  - These vehicles, and those still present at the laundry facility and warehouse, shall be unloaded and searched inside and outside upon their arrival
  - The use of a vehicle search mirror shall be utilized to assist in the outside searching of these vehicles
- Deviations from this directive shall only occur with the concurrence of the laundry supervisors

### **SECURITY AND SAFETY CHECKS**

All personnel are responsible for conducting safety and security checks of their assigned work locations throughout their shifts. If safety or security hazards are identified, personnel shall take appropriate action to ensure the security and safety of other employees and inmates. All identified safety and security issues shall immediately be reported to the supervising line deputy (senior), or sergeant. All issues will be corrected before inmates will be allowed to return to work.

The supervising line deputy will conduct a security inspection during each shift. The supervising line deputy will complete a Perimeter and Facility Security Check form and document their observations at the completion of the inspection.

Video audits will be conducted by the sergeant or supervising line deputy. One audit of a random work station will be completed each shift and recorded on the Video Audit Log.

### CHEMICAL DELIVERY AND SAFETY PROCEDURES

When a chemical delivery arrives personnel shall block the roadway adjacent to the fire hydrant and pedestrian gate with cones and advise the PDC main gate operator to direct all incoming vehicles to the roadway on the south side of the laundry.

Chemicals will be received by at least one member of the management team (laundry manager, assistant laundry manager, laundry supervisor III, sergeant, or senior deputy), and one WSD employee. Personnel shall inspect the delivery truck packing slip and attached delivery documents to verify that the chemicals are delivered are chemicals used by laundry services. If unsure of the chemical being delivered, contact the chemical company.

Personnel will circle and initial next to the name of the chemical and/or product name on the delivery paperwork.

Prior to pumping, personnel will check the chemical lines for cracks or leaks.

Also prior to pumping, personnel will take a "stick" reading on the chemical tank to ascertain the current amount of chemical in the tank, and to ensure that the delivered load will not exceed the chemical tank capacity (Check tank capacity plaque).

Personnel shall ensure the truck driver connects the hose securely to the correct chemical valve by comparing the bill of lading to the chemical plaque mounted above the valve.

GREEN:		SOUR/SOFTENER		2200 gallon capacity
RED:		ALKALI		2200 gallon capacity
BLUE:		DETERGENT		2200 gallon capacity
YELLOW:		HYDROGEN PEROXIDE		2000 gallon capacity

Personnel shall instruct the truck operator to start pumping the chemical once both groups agree the delivery hose is properly connected and connected to the correct valve.

Personnel shall go into the chemical room and monitor the tank to make sure that the chemical is pumping freely, and to monitor that the tank being filled does not overflow.

Any oddities, such as leaks, fumes, or damage to the containers, are to be reported immediately to WSD personnel.

Personnel shall take a second stick reading on the tank to ascertain the new tank level. This measurement will be used to determine how many gallons of chemical were actually delivered. Personnel shall ensure the gallons on the paperwork match the gallons on what was actually delivered, note any discrepancies on the bill

of lading, and sign it. Personnel shall remain with the truck driver until the delivery is completed, and then secure the chemical delivery room door.

### INMATE MEALS

Inmate meal breaks, on each shift, shall last forty five (45) minutes. The inmate meals shall be brought to the laundry facility from the ranch kitchen. All meal breaks shall be taken on the front loading dock and supervised by a minimum of four (4) security personnel and a supervisor.

AM Shift Meal: 1030 hrs — 1115 hrs

PM Shift Meal: 1700 hrs — 1745 hrs

Inmates shall not be allowed to take food to their work stations. Personnel shall ensure all food is consumed in the meal break area.

### SICK/PILL CALL

- Laundry personnel transporting sick/pill call inmates to South Facility shall advise the South Facility clinic deputy that the laundry inmates are en route to the clinic
- The clinic deputy shall clear the hallway of South Facility inmates
- Laundry personnel shall scan the laundry inmates with a metal detector wand and perform a cursory search to ensure they are not taking any contraband into South Facility
- The laundry inmates shall be transported from the laundry to South Facility gate #2
- Laundry personnel shall take the inmates into South Facility and stage them in the sally port
  - They shall ensure there are no South Facility inmates in the hallway
- The laundry inmates shall be taken into the hallway.
- The clinic deputy shall ensure the laundry inmates are processed upon their arrival
- Laundry personnel shall not leave the laundry inmates unsupervised for ANY reason while inside the South Facility
- Laundry personnel shall not go into the desk area, use the restroom, use the phone, etc.
- After receiving their pill/sick call, the laundry inmates shall be transported back to the laundry facility.
- South David shall be notified of any inmates who will remain at South Facility and not be transported back to the laundry facility.

### FACILITY MAINTENANCE AND CLEANING

Security personnel are responsible for maintaining a clean and functional work station. Personnel shall identify any cleaning or maintenance issues in their assigned work stations and take the appropriate corrective actions to remedy the issues.

Maintenance requests shall be coordinated through the laundry main control and documented in the Laundry Facility Log.

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~~Revision Date 09/20/18~~

~~08/16/16 SOUF~~

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~~••• 3-05-200 Drone Incursions~~

### ~~3-05-200 Drone Incursions~~

~~Effective Date: 04-30-18~~

~~Revision Date: 09-26-18~~

~~Review Date: 09-26-20~~

~~Reference: Aero Bureau Unmanned Aerial Systems (UAS) patrol guidelines~~

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#### ~~PURPOSE OF ORDER:~~

~~The purpose of this order is to establish guidelines for personnel responses to an unauthorized drone operating on the Pitchess Detention Center (PDC) property, within proximity to PDC South Facility or any PDC ranch area where inmates have access.~~

!

#### ~~SCOPE OF ORDER:~~

~~This order applies to all personnel assigned to, and working at PDC South Facility and PDC ranch.~~

!

#### ~~ORDER:~~

~~A "drone incursion" is defined as the presence of an unidentified, foreign, remotely controlled drone, within visible proximity of the PDC ranch.~~

~~Documented uses of emerging drone technology shows that drones can be criminally utilized in a variety of ways that affect the security of jail facilities.~~

~~Possible criminal activities that can be accomplished using drones may include but not be limited to the following: [REDACTED TEXT]~~

~~[REDACTED TEXT]~~

~~In the event of a drone incursion, the following procedures shall be followed:~~

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- Personnel initially spotting the drone shall immediately notify South Facility main control (David), noting its description, contraband contents (if visible), and direction of flight (every effort needs to be made to keep the drone in sight for updated position reporting);
- Video record (or assign someone to video record) the drone while still in flight, and upon recovery;
- South David personnel shall direct an immediate full lockdown of the facility
  - Time permitting, all inmates shall be locked down indoors [REDACTED TEXT]
- South David shall notify the following Sheriff's Department (or other) units in the immediate area that could be affected, or that may be available to assist:[REDACTED TEXT]
- The watch commander shall respond to an appropriate location to assume operational command of the incident;
- The watch commander will direct South David personnel to relay the type of defensive measures that shall be employed and where resources are to be deployed.[REDACTED TEXT]
- The ERT should be divided into two (2) equally equipped squads and positioned as a secondary, inner-perimeter defense within the facility (one squad can be positioned to defend the upper compounds, and the second can be staged to defend the lower compounds);
- The watch commander shall direct involved personnel to either continue to monitor the drone, or attempt to disable and intercept it;
- The closest available Adam unit will respond and position himself in the best location to monitor the drone in flight, and respond to the drone if it lands:
  - He shall continue to relay, over the radio, his position and his available resources;
- One of the remaining Adam units shall immediately conduct a systematic search for the drone's operator— which could be over a half-mile radius (in most cases the operator will be close enough to maintain sight of the drone);
- If the drone operator is located, the Adam unit shall notify South David of the operator's location, request assistance, and detain the suspect pending a criminal investigation (this may occur while the drone is still airborne);
- Personnel shall continually monitor the drone until it lands;
- If there is any appearance or indication of an attached explosive device, personnel shall:[REDACTED TEXT]
- Once a drone is on the ground, and deemed safe, personnel shall immediately take control of it and prevent it from resuming flight.[REDACTED TEXT]
- Personnel shall preserve and secure the landing site as a crime scene making sure to note any debris and contraband that may have scattered in the case of a hard landing or faulty attachment;
- Personnel shall photograph the drone in its original state, with any contraband still attached, prior to handling:
  - All physical, video and photographic evidence shall be booked into the Property Evidence Laboratory Information Management System (PRELIMS) database (consider booking all physical evidence "hold for prints");
- After a drone incursion, the watch commander and/or watch sergeant shall ensure all documentation and subsequent reports are completed including:
  - Chief's memorandum
  - Operations Incident Log

- Incident Report (SH-R-49)
- Proper handling and booking of evidence
- The watch commander shall also ensure all applicable department notifications are made, including:
  - Unit Commander & Duty Commander
  - Department Executives & Custody Headquarters
  - Sheriff Headquarters Bureau
  - Custody Investigative Services Unit
  - Custody Training Bureau
  - Jail Investigative Unit
  - Operation Safe Jails
  - Aero Bureau
  - Santa Clarita Patrol Station

**[REDACTED TEXT]**

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**Revision Date 09/26/18**

**04/30/18 SOUF**

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~~••• 3-05-210 Recreational Use of Drones - UAVs on PDC Property~~

### **3-05-210 Recreational Use of Drones - UAVs on PDC Property**

**Effective Date: 4-30-18**

**Revision Date:**

**Review Date: 4-30-20**

**Reference: Aero Bureau Unmanned Aerial Systems (UAS) patrol guidelines**

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

**The purpose of this order is to establish restrictions on the recreational use of commercially available drones on the Pitchess Detention Center (PDC) ranch property.**

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

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**This order applies to all employees, civilians and contractors who are authorized to enter PDC ranch property.**

⋮

**ORDER:**

**The PDC ranch is [REDACTED TEXT] home to four secure jail facilities and many other Custody Division units. Due to growing security threats to jails and custody facilities from emerging technologies, and actual reported cases of contraband smuggling, the recreational use of drones or remotely piloted unmanned aerial vehicles is strictly prohibited anywhere on PDC property.**

**When an unexpected, unauthorized drone is seen hovering near a PDC jail facility, security personnel shall immediately initiate a facility lockdown and drone incursion response pursuant to South Facility unit order 3-05-200, Drone Incursions.**

**If tactical training with a drone is planned for official County business where an exception to this policy is required, prior permission must be obtained in writing from the PDC ranch field crew lieutenant. An email shall be sent to [REDACTED TEXT] (PDC ALL UNITS, ALL PERSONNEL) notifying personnel of the drone usage. Notification must also be made the day of the event with the on-duty PDC South watch commander.**

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**Revision Date 11/12/20**

**04/30/18 SOUF**

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**• • Section 6 - Emergency Response, Prevention and Preparedness Policy**

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**• • • 3-06-010 Establishment of Unit Emergency Operations Procedures Manual**

**3-06-010 Establishment of Unit Emergency Operations Procedures Manual**

**Effective Date: 04-15-93**

**Revision Date: 02-26-19**

**Review Date: 02-26-21**

**Reference: CDM 3-14/040.00; MPP 5-06/00.25**

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**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures regarding the unit Emergency Operations Procedures (EOP) manual.

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**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

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**ORDER:**

The PDC South Facility EOP manual is intended to be unit specific and augment the Department EOP manual, and volume 5, chapter 6 (Emergency and Disaster) of the Department Manual of Policy and Procedures (MPP). The unit EOP manual contains procedures for the handling of large scale emergencies that interrupt normal operations of the unit.

The Department EOP manual is distributed as follows:

- Watch commander
- Watch sergeant
- Operations

The unit EOP manual is stored as a Word document and a PDF file (signed by the unit commander) in the PDC South shared file:[REDACTED TEXT]

The unit EOP manual contains the following sections:

**SUBJECT**

- EOP 1 – Earthquake Response Plan
- EOP 2 - Fire Procedures
- EOP 3 - Escape Procedures
- EOP 4 - Hazardous Materials Procedures
- EOP 5 - Hostage Operation Plan
- EOP 6 - Inundation Plan
- EOP 7 - Major Medical Emergency
- EOP 8 - Disturbance Procedures
- EOP 9 - Emergency Response Team Mobilization
- EOP 10 - Brush Fire Procedures
- EOP 11 - Food Poisoning Procedures
- EOP 12 - Evacuation Procedures
- EOP 13 - Civil Disturbances

- EOP 14 - Loss of Communications

APPENDICES

- Pitchess Detention Center Critical Facilities Checklist
- Critical Facilities Checklist
- NCCF SUB-EOC Information (Custody Div. North)
- Gastaic Dam Emergency Action Plan - 2004
- Escape Forms
- Department Emergency Forms
- Hazardous Material Forms

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Revision Date 02/26/19

Revision Date 01/27/10

04/15/93 SOUF

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~~••• 3-06-020 Lockdown Procedure~~

**3-06-020 Lockdown Procedure**

Effective Date: 02-09-92

Revision Date: 04-07-16

Review Date: 04-07-18

Reference: CDM 4-01/030.00

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PURPOSE OF ORDER:

This ~~The purpose of this order is to~~ establishes policy and guidelines ~~procedures~~ for the orderly lock down procedure of ~~Pitchess Detention Center (PDC) South Facility.~~

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SCOPE OF ORDER:

This order applies to all personnel assigned to, ~~and working at~~ PDC South Facility.

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**ORDER:**

**The purpose and scope of a lock down is defined in Custody Division Manual section**

**4-01/030.00, "Lockdown," which in part states:**

**A facility lock-down 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 lock-down may affect a specific area or an entire facility. The purpose of a lock-down is to immediately secure inmates and to control the affected area of the facility. The primary concern of a lock-down is the preservation of life/property and the prevention of an escape.**

**Any Deputy/Officer can request a "lock down" of the facility, should the need arise. Reasons for requesting a lock down 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 shall notify the South Facility main control desk (David) personnel Desk via radio or telephone, and state of the reason(s) for the requested lock down. The watch deputy will shall:**

- **Immediately initiate lock down procedures**
- **Notify the Watch Sergeant.**
- **Account for all civilian personnel and visitors and have them escorted out of the compound.**

**Compound Prowlers will lock down their shall ensure all compound gates are closed and locked, and have all inmates return back inside to their proper barracks, on their respective assigned bunks. If a count is needed, they will prepare each barrack for count.**

**The clinic deputy shall be responsible for the security of the administrative building, the administrative building hallway and the clinic. As soon as possible, the clinic deputy shall verify the safety of the doctors and nurses inside the clinic. The clinic deputy will shall monitor the entry gate to and from the compound.**

**During a lock down, all working inmates within security will shall be sent back to their barracks (if practical). If inmates are unable to return to their assigned housing, personnel shall immediately secure them in one of the three facility holding areas (reference refer to South Facility Unit Order 5-03-040 5-01-030, "Inmate Temporary Holding Area Procedures").**

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

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Revision Date 10/30/20

09/10/97 SOUF

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~~•••• 3-06-030 Fire Prevention~~

**3-06-030 Fire Prevention**

Effective Date: 02-09-92

Revision Date: 11-12-20

Review Date: 11-12-22

Reference: CDM 3-14/050.00 and 3-14/070.00

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**PURPOSE OF ORDER:**

The purpose of this order to establish guidelines **procedures** for the inspection, correction and prevention of fire hazards.

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**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

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**ORDER:**

Custody personnel, during the course of their shift, shall physically inspect the area for which they are responsible and correct any possible fire hazards. Fire hazards to be considered include, but are not limited to, the following:

- Accumulation of trash inside or outside of the barracks
- Excess laundry
- Electrical hazards (e.g., wires exposed, water near electrical outlets, clogged air conditioning vents, etc.)

Personnel are required to notify the watch deputy and submit a “maximo maintenance request” in the electronic Uniform Daily Activity Log (e-UDAL) for any potential fire hazards. **If personnel do not have access to the e-UDAL, or Maximo site, Title 15/maintenance/special projects personnel shall be**

~~notified via the maintenance request form available in South Facility's share folder [REDACTED TEXT]. The watch commander shall also be notified of such fire hazards.~~

**DRILLS**

~~The South Facility training sergeant shall ensure fire drills are conducted on a quarterly basis.~~

**FIRE INSPECTIONS**

~~At the beginning of each shift, custody personnel shall physically inspect the fire safety equipment (i.e., turn-out gear, air packs, fire masks, and helmets, and fire extinguishers) maintained within the facility. These inspections shall be documented (daily, for each shift) in the Uniform Daily Activity Log (UDAL) books at the respective officer's stations (refer to South Facility Unit Order 3-06-040, Location and Inspection of Air Packs and Fire Extinguishers).~~

~~An inventory and inspection of the fire equipment will be conducted monthly by the assigned fire safety sergeant. The fire safety sergeant shall additionally coordinate and document annual fire safety inspections with the LA County Fire Department. All inspections, results and corrective actions taken shall be documented in the "Unit Inspection Log" (refer to South Facility Unit Order 3-04-050, Facility and Equipment Inspections).~~

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~~Revision Date 11/12/20~~

~~02/09/92 SOUF~~

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~~••• 3-06-040 Location and Inspection of Air Packs and Fire Extinguishers~~

**3-06-040 Location and Inspection of Air Packs and Fire Extinguishers**

**Effective Date: 02-09-92**

**Revision Date: 5-11-17**

**Review Date: 5-11-19**

**Reference: CDM 3-14/070.00, 3-14/080.00, and 4-11/020.00**

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**PURPOSE OF ORDER:**

**The purpose of this order is to establish guidelines for the placement, maintenance and inspection of air packs and fire extinguishers at Pitchess Detention Center (PDC) South Facility.**

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**SCOPE OF ORDER:**

**This order applies to all personnel assigned to, and working at South Facility.**

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**ORDER:**

**Fire response gear is located throughout South Facility in compliance with all State and Federal regulations. This equipment shall be inspected and logged, on a daily basis, in the Unit Uniform Daily Activity Log (UDAL) or electronic Uniform Daily Activity Log (e-UDAL).**

**AIR PACK & TURNOUT GEAR LOCATIONS**

**Air packs and turnout gear are located at the following locations within the facility:**

- **Administration Building - Two (2) self-contained breathing apparatus (SCBA) packs and two sets of turnout gear mounted in the Fire Gear room closet labeled "Fire Gear," located inside of security, in the main administration hallway, near the sally port. Two (2) SCBA packs located in the armory, with five (5) spare bottles.**
- **Visiting - Two (2) SCBA packs and two (2) sets of turnout gear located in the cabinet, inside security, in the officers' work area.**
- **Eddie Compound Briefing Room - Two (2) SCBA packs and two (2) sets of turnout gear located in the locked "Fire Gear" cabinet labeled "Fire Gear".**

**AIR PACK AND TURNOUT GEAR DAILY INSPECTIONS**

**All SCBA and turnout gear at South Facility shall be inspected on a daily basis and logged in the appropriate UDAL book or e-UDAL. A separate "Inspection and Maintenance Check List" will shall be kept with the fire gear and shall be signed by the inspecting officer. The following compounds shall be responsible for the daily inspections of the specified equipment:**

- **Adam Compound - Adam compound personnel shall be responsible for inspecting and logging all fire gear located in the administration building, listed above.**
- **Eddie Compound - Eddie compound personnel shall be responsible for inspecting and logging all fire gear located in the Eddie compound briefing room, listed above.**
- **Henry Compound - Henry compound personnel shall be responsible for inspecting and logging all fire gear located in the visiting center, listed above.**

**FIRE EXTINGUISHERS & HOSES**

**Fire extinguishers and hoses are located throughout South Facility. All fire extinguishers and hoses shall be maintained and inspected on a monthly basis by the Facility maintenance coordinator utilizing the fire equipment inspection checklist (see Appendix 73-13-040).**

Every December, the South Facility maintenance officer shall make a request through Facilities Services Bureau (FSB) to service and re-charge all of South Facility's fire extinguishers. Fire hoses are required to be replaced every five years.

Fire extinguisher and hose locations are as follows:

ADMINISTRATION BUILDING (INSIDE SECURITY)

- One mounted on the wall in the secretary's office next to the copy machine
- One fire extinguisher and a 75' fire hose located in the main hallway outside of the watch commander's office
- One fire extinguisher mounted on the wall inside the main hallway briefing room
- One fire extinguisher mounted on the wall inside of the maintenance office
- One fire extinguisher mounted on the inside of the clinic
- One fire extinguisher mounted on the wall inside the dental office
- One fire extinguisher mounted on the wall inside the medical secretary's office.
- One fire extinguisher mounted on the wall inside the infirmary medication room.

ADMINISTRATION BUILDING (OUTSIDE SECURITY)

- One fire extinguisher mounted on the wall in the hallway next to the outer security door
- One fire extinguisher and fire hose located in the hallway outside room #172
- One fire extinguisher mounted on the wall outside the captain's office

INMATE DINING ROOM (IDR)

- One fire extinguisher mounted on the wall inside the rear store room in the IDR
- One 50' fire hose located on the south wall of the IDR
- One fire extinguisher located in the kitchen office
- One fire extinguisher located on the east wall of the kitchen
- One 50' fire hose located outside the kitchen office

BARRACKS 30 - 39 (UPPER COMPOUND)

- Each barrack has a fire hose located inside at the rear of the barrack. Barrack 30 has a 100' hose section, while barracks 31-39 have 75' hoses

BARRACKS 41, 43, 45, 47, 49, 51 (LOWER COMPOUND)

- Each barrack listed above has a fire extinguisher located outside the front door, which meets the minimum Fire Department requirement

OTHER

- Two fire extinguishers located inside the school
- One fire extinguisher located in the library



- One fire extinguisher located in the barber shop
- One fire extinguisher located in the church
- One fire extinguisher located in the officer station at the South visiting area

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Revision Date 10/30/20

09/10/97 SOUF

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~~••• 3-06-050 Video Documentation of Incidents~~

### 3-06-050 Video Documentation of Incidents

Effective Date: 10-09-92

Revision Date: 11-18-20

Review Date: 11-18-22

Reference: CDM 7-06/010.00

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#### PURPOSE OF ORDER:

The purpose of this order is to establish procedures for documenting inmate incidents at Pitchess Detention Center (PDC) South Facility using the digital video recorder. Videos shall be used for the purpose of training, and documenting interviews, evidence and force incidents.

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#### SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

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#### ORDER:

Videos shall be used for the purpose of training, and documenting interviews, evidence and force incidents.

#### STORAGE

Each compound shall have a digital video camera assigned to their location. There will also be an additional video camera located in the watch sergeant's office. Line personnel shall not remove the video camera from the watch sergeant's office without permission from the watch commander or watch sergeant. The video cameras shall not be removed from the facility for any purpose except an emergency request from another unit, without prior approval of the armory lieutenant or the unit commander. Any exceptions pertaining to the usage and removal of the video camera will be at the discretion of the on-duty watch commander.

All camera accessories, cables and manuals are to be kept in the camera bag in the watch sergeant's office at all times. The camera is equipped with two (2) rechargeable batteries which are stored on the watch sergeant's desk and maintained by the watch sergeant.

Documentation, tutorials and helpful documents regarding the use of the digital video camera can be found in the "Sergeant's Resource" book, located in the watch sergeant's office.

## **MAINTENANCE**

The armory sergeant will be responsible for the routine maintenance and inspection of the video recording equipment.

The batteries shall be kept charged and checked by the watch sergeant daily. The video cameras assigned to each compound are equipped with USB charging cables that are attached to the individual cameras. The cameras shall be charged by compound personnel, by plugging the USB connection into the Intermec scanner docking station USB port.

Blank, recordable disc's and storage containers will be maintained and available at all times along with the camera.

## **RESPONSIBILITY**

The watch sergeant shall assign a deputy or custody assistant who is trained in the use of the video camera to respond to any inmate incident that is likely to be of a significant nature.

The training sergeant is responsible for training a sufficient number of personnel on each shift in the use and maintenance of the camera equipment.

## **PURPOSE**

Reasonable attempts shall be made to document all significant incidents on video, including, but not limited to the following:

- Inmate disturbances
- Cell extractions
- Recalcitrant inmates
- Application of restraints
- Medical removals which pose a significant risk or have the potential to become violent, except under unusual circumstances (e.g., when an inmate poses a significant risk or threat of

becoming violent or resistive)

- Recording need not be continued during inmate transport via ambulance, or in an outside medical facility, or when medical treatment is administered by other agencies or departments
- Force or escape investigations
- Housing area or facility searches
- Any incident/event which may pose risk management and/or liability issues
- All Emergency Response Team (ERT) activations, except for training

### TACTICAL PROCEDURES AND USE

The deputy or custody assistant assigned to the video equipment should respond, at the direction of the Watch Sergeant, to the area where the incident is reported. The sergeant shall have direct supervision of the video deputy/officer during the incident at the direction of the incident commander.

The video operator shall record any incident, area or person they are directed to by the incident commander. All taping shall be in accordance with procedures set forth in the Custody Division Manual (GDM) section 7-06/010.00 "Video Recording Procedures." Of particular importance, personnel should note:

- Recording should begin with a wide angle field of view.
- The video operator shall state the date, time, their name, rank, employee number, location, and give a factual narrative during the incident (e.g., "watch commander is on scene").
- Any opinions or unprofessional comments shall not be made while recording. All narrative should be factual information only.
- Once recording has begun, it shall not be paused or stopped until the entire incident has been brought to completion.
- If a battery has to be changed, the video operator shall re-introduce his name, rank, and employee number, time and state the reason for the interruption in recording.
- Because the dynamics of an incident are constantly changing, the video operator should periodically pan around the entire area of the incident. Documentation should show as much of the incident surroundings as possible, including personnel who were present. Additionally, the video operator should attempt to record conversations between inmates and staff.

### POST-INCIDENT

A debriefing should be held as soon as possible after the incident. The video should be reviewed by the Incident Commander and available supervisory personnel for training value, use of equipment and tactical considerations.

A disc will be forwarded to the Training Sergeant for further evaluation. The Training Sergeant will be responsible for maintaining the discs and a log listing all of the discs available for in-service training.

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Revision Date 11/18/20

09/10/97 SOUF

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~~••• 3-06-060 CSI and Scene Containment~~

### 3-06-060 CSI and Scene Containment

Effective Date: 10-16-95

Revision Date: 11-18-20

Review Date: 11-18-22

Reference: MPP 5-04/010.00, 5-04/010.10, 5-04-020.00, 5-09/470.00

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#### PURPOSE OF ORDER:

The purpose of this order is to outline the responsibilities of custody personnel in **establish procedures** for preliminary investigations and crime scene containments, and to give a working definition of the terms "crime scene" and "crime scene containment."

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#### SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

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#### ORDER:

Custody personnel responding to any incident, shall assume the responsibility for preliminary investigation.

Officer safety should **shall** not be compromised when determining how an incident will be handled.

The initial responding personnel shall be responsible for determining, protecting and preserving the crime scene until relieved by the proper authority such as special investigations, arson or homicide detectives. A Major Incident Log (SH-CR-620) shall be initiated and maintained until all Department personnel have left the scene and the containment is discontinued. This log can also be useful in establishing a chain-of-evidence.

Preserving a crime scene is to restrict access to anyone not having an official reason for entering the area of the crime scene.

A large crime scene can always be reduced, but evidence destroyed outside a protected area **crime scene**, which was too small, can never be recovered.

Responding personnel should assess the incident/crime to ensure it is safe to enter. A safe path of approach shall be made for assisting personnel (e.g., supervisors, paramedics or medical staff, etc.) entering the crime scene or event perimeter. Person(s) injured **Injured persons** should be triaged accordingly. Every person entering the scene of the incident/crime shall be documented on the Major Incident Log.

It is imperative for the initial responding personnel to quickly determine if possible suspects(s) are present. If they are **suspects are present**, the **responding** personnel must coordinate the actions necessary to locate, contain, detain or arrest them. Initial responding personnel also need to quickly identify and interview witnesses related to the crime.

There is a danger that responding personnel may not identify a type of response as having a need for scene protection. For example, the scene of a homicide is an obvious crime scene which must be protected and preserved, but, the certainty for establishing crime scene management in the homicide is not found in the average response to a man-down call in a dorm or barrack. There is, however, the possibility that the man-down call could turn into a homicide investigation even if the inmate were to die of apparent natural causes. The deputy responding to any incident should always be cognizant of the "worst case scenario" and not be satisfied with what is presented as the "obvious" in any incident.

During a response, personnel could fail to identify a crime scene. For example, personnel may respond to an unconscious inmate and consider it a simple "man down" scene rather than a crime scene. There is the possibility that an apparent "man down" turns out to be a homicide even if the inmate died of seemingly natural causes later. Responding personnel shall be cognizant of the "worst case scenario" in any incident.

A preliminary investigation may involve photographs of the entire scene, a sketch of the scene and a collection of evidence. The preliminary investigation may also lead to the establishment of a secondary crime scene (homicide scene preservation).

There are several references for crime scene management and preservation: Section 5-09/470.00 of the Manual of Policy and Procedures; LASD Newsletter #80 and #94, "Crime Scene Secondary Perimeter Containment"; and Field Operations Directive 93-7, "Handling of Crime Scene Involving a Person Dead and an Unruly or Hostile Crowd."

- Manual of Policy and Procedures Section 5-09/470.00 "Major Incident Scene Containment"
- LASD Newsletter #80 and #94, "Crime Scene Secondary Perimeter Containment"
- Field Operations Directive 93-7, "Handling of Crime Scene Involving a Person Dead and an Unruly or Hostile Crowd"

Revision Date 11/18/20

10/16/95 SOUF

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~~••• 3-06-070 Armory Inspection and Issuance (Check In-Out) Procedures for the Emergency Response Equipment~~

**3-06-070 Armory Inspection and Issuance (Check In-Out) Procedures for the Emergency Response Equipment**

Effective Date: 10-20-92

Revision Date: 02-26-18

Review Date: 02-26-20

Reference: CDM 3-06/050.00, 3-06/110.00

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**PURPOSE OF ORDER:**

~~The purpose of this order is to establish procedures for the regular maintenance, inspection, and control of the emergency response equipment at Pitchess Detention Center (PDC) South Facility. Additionally, it establishes procedures to ensure the armory and its equipment is fully accounted for and maintained in proper working condition.~~

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**SCOPE OF ORDER:**

~~This order applies to all personnel assigned to, and working at PDC South Facility.~~

=

**ORDER:**

~~The armory sergeant shall be responsible for a monthly inventory and inspection of the emergency response equipment. The emergency response equipment includes, but is not limited to: [REDACTED TEXT]~~

~~The armory sergeant shall prepare a monthly inventory and inspection report and forward a copy of the report to the armory lieutenant.~~

~~The equipment for the Emergency Response Team (ERT) shall be checked out by the ERT sergeant to the team members identified on the appropriate shift's in-service roster. [REDACTED TEXT] Serial numbers shall be recorded on the ERT roster. Upon the return of the ERT to the armory, the ERT sergeant shall inventory each team member's equipment. The sergeant will **shall** note any~~

~~weapons used by the team in a memo.~~

~~Copies of the ERT roster and completed memo shall be forwarded to the armory lieutenant and armory sergeant.~~

~~[REDACTED TEXT]~~

~~No personnel are allowed in the armory without the PDC South Facility watch commander's approval.~~

~~No Departmental supply requests shall be submitted for armory items without the approval of the armory lieutenant.~~

~~No factory-issued rounds [REDACTED TEXT] shall be used for training without the approval of the armory lieutenant/sergeant.~~

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~~Revision Date 02/26/19~~

~~Revision Date 06/28/08~~

~~10/20/92 SOUF~~

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~~••• 3-06-080 Satellite Phone~~

~~**3-06-080 Satellite Phone**~~

~~Effective Date: 02-28-15~~

~~Revision Date: 11-19-20~~

~~Review Date: 11-19-22~~

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**PURPOSE OF ORDER:**

**The purpose of this order is to establish procedures for the use and maintenance of the "Iridium 9555" satellite phone.**

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**SCOPE OF ORDER:**

**This order applies to all personnel assigned to the Pitchess Detention Center (PDC) South Facility.**

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**ORDER:**

**STORAGE – WATCH COMMANDER'S OFFICE**

**The satellite phone shall be stored in the safe located in the watch commander's office. Line personnel shall not remove the satellite phone without permission from the watch commander. The satellite phone shall not be removed from the facility for any purpose except an emergent request from another unit and only with prior approval of the PDC South Facility watch commander.**

**The satellite phone's accessories, cables and manuals shall be stored in the yellow storage case along with the satellite phone. The satellite phone is equipped with an alternating current (AC) wall outlet charger, a vehicle charger, a vehicle antenna connector, a vehicle roof antenna, a leather case with belt clip, a "User's" manual, a compact disc containing "User Tools" instructions, a "Quick Start Guide" manual, and a typed instruction sheet.**

**MAINTENANCE**

**At the beginning of each week (early morning shift – Sunday), the early morning watch commander shall inspect the satellite phone to ensure the battery is fully charged. Refer to the instructions in the "User's" manual.**

**RESPONSIBILITY**

**At the beginning of every shift, the watch commander shall make a log entry in the watch commander log to account for the presence of the satellite phone and it's accessories in the watch commander's safe.**

**PURPOSE**

**The satellite phone shall only be used in emergent situations in which all other means of communication have failed or become inoperative.**

**USE**

**To place a call, the satellite phone operator has to be outdoors, with a clear direct view of the sky in order to be in contact with the network, and the antenna of the satellite phone must be extended and pointed up towards the sky. Refer to the instructions in the "User's" manual and/or the instruction sheet.**

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**Revision Date 11/19/20**

**02/28/15 SOUF**

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~~• • Section 7 - ERT/Less Lethal Weapons Deployment~~

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~~• • • 3-07-010 MK-9 Deployment Procedures~~

~~3-07-010 MK-9 Deployment Procedures~~

~~Effective Date: 02-05-20~~

~~Revision Date:~~

~~Review Date: 02-05-22~~

~~Reference: GDM 03-03/020.20~~

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~~**PURPOSE OF ORDER:**~~

~~The purpose of this order is to establish procedures for deployment of MK-9 canisters at Pitchess Detention Center (PDC) South Facility.~~

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~~**SCOPE OF ORDER:**~~

~~This order applies to all personnel assigned to, and working at PDC South Facility.~~

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~~**ORDER:**~~

~~Each compound shall be issued [REDACTED TEXT]. The compound officer assigned to each compound shall carry the MK-9 canister at all times during their assigned shift. At the end of the compound officer's shift, they shall personally hand the MK-9 canister to their relieving officer. MK-9 canisters shall not be left unattended in any location.~~

~~The officers from each compound shall provide the PDC South Facility main control desk (David) officer with the MK-9 number assigned to their compound at the beginning of each shift. At the beginning of each shift, all MK-9 canisters shall be listed in their respective compound's Uniform Daily Activity Log (UDAL) book with the following information:~~

- ~~• MK-9 canister numbers~~
- ~~• Personnel carrying each MK-9 canister~~

~~The following personnel shall also be assigned an MK-9 canister:~~

- **[REDACTED TEXT]**

**[REDACTED TEXT] personnel shall carry a Taser at all times during their assigned shift. At the end of their shift, they shall personally hand the MK-9 canisters to their relieving officers. [REDACTED TEXT] personnel shall never leave an MK-9 canister unattended in any location unless it can be locked in a secure container (e.g., trunk, cabinet, locker, etc.). [REDACTED TEXT] personnel shall provide the desk officer with the MK-9 numbers at the beginning of each shift.**

**During the evening inmate meal, compound rovers shall check out an MK-9 canister from PDC South David and assist with IDR security. After all inmates have been fed and return to their barracks, compound rovers shall return the MK-9 canisters to PDC South David.**

**During meal breaks, MK-9 canisters shall be stored in the officer's personal locker, or turned in to South David, until the end of the officer's meal break.**

### **INVENTORYING MK-9 CANISTERS**

**At the beginning of each shift, the desk officer shall conduct an inventory count, and list each MK-9 canister in the Compound Log. The log is located in the following PDC South share file folder: [REDACTED TEXT]. The desk officer shall confirm personnel are in possession of each MK-9 before documenting it in the log. The desk officer shall be responsible for completing and maintaining the log. The watch deputy shall ensure the MK-9 canisters are properly inventoried and logged. MK-9 canisters stored at South David shall be kept in the storage cabinet adjacent to the desk office.**

**02/05/20 SOUF**

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**••• 3-07-020 Taser Deployment Procedure**

## **3-07-020 Taser Deployment Procedure**

**Effective Date: 12-15-10**

**Revision Date: 02-05-20**

**Review Date: 02-05-22**

**Reference: MPP 5-06/040.95 & 3-03/150.05; CDM 03-03/020.20**

### **PURPOSE OF ORDER:**

**The purpose of this order is to establish deployment procedures for both the M26 and X26 Tasers. This order establishes policy and guidelines for the issuance and control of all Tasers at Pitchess**

Detention Center (PDC) South Facility.

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SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility.

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ORDER:

By direction of the Unit Commander:

A Taser will be issued to each compound Prowler (Deputy). The Prowler [REDACTED TEXT] All deputies assigned to each compound shall carry the a Taser on their person at all times during his/her their assigned shift with the following exception: During the Prowler's break, he/she may store the Taser in their personal locker or at the South Desk. At the end of the compound Prowler's shift, he/she each deputy shall personally hand off the Taser to the on-coming shift's Prowler their relieving deputies. At no time shall a Taser be left unattended in the compound. Tasers shall not be left unattended in any location. [REDACTED TEXT] The Prowler carrying the Taser Personnel from each compound shall provide the PDC South Facility main control desk (David) officer with the Taser number and battery percentage at the beginning of each shift. At the beginning of each shift, all Tasers shall be listed in their respective compound's Uniform Daily Activity Log (UDAL) book with the following information:

- Taser numbers
- Taser battery percentages
- Personnel carrying each Taser

[REDACTED TEXT]

[REDACTED TEXT]

[REDACTED TEXT] personnel shall carry a Taser at all times during their assigned shift. At the end of their shift, they shall personally hand the Taser to their relief deputies. [REDACTED TEXT] personnel shall never leave a Taser unattended in any location unless it can be locked in a secure container (e.g., trunk, cabinet, locker, etc.). [REDACTED TEXT] personnel shall provide the desk officer with the Taser numbers and battery percentages at the beginning of each shift.

This unit order does not preclude other deputies assigned to South Facility from carrying a Taser. Additional Taser's shall be stored at the South Desk David and personnel are encouraged to carry one during their shift, providing they comply with the intent of procedures in this unit order.

During meal breaks, Tasers shall be stored in the deputy's personal locker, or turned in to South David, until the end of the deputy's meal break.

Note: Personnel carrying a Taser shall only use authorized holsters which shall be worn on the opposite side of the firearm pursuant to MMP Manual of Policy and Procedures (MPP) 3-03/150.05, "Gun Belt and Keeper Straps".

### INVENTORYING TASERS

At the beginning of each shift, the desk officer will shall conduct an inventory count, and account for list each Taser listed on in the "Line Taser compound log." The log is located in the following PDC South share file folder: [REDACTED TEXT] The desk officer will shall confirm personnel are in possession of the each Taser and before documenting it on in the log. The desk officer shall be responsible for completing and maintaining the log. The watch deputy will shall ensure the Tasers are properly inventoried and logged. Tasers stored at the South Desk David, will shall be kept in the storage cabinet adjacent to the Desk Office.

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Revision Date 02/05/20

12/15/10 SOUF

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••• 3-07-030 Stinger Grenade Deployment

### 3-07-030 Stinger Grenade Deployment

Effective Date: 01-04-13

Revision Date: 11-19-20

Review Date: 11-19-22

Reference: CDM 3-01/025.00 - 3-03/010.00

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The purpose of this order is to authorize the use of the Six Shot 40mm. Exact Impact Launcher, the Stinger Grenade (sting ball), and Rubber Blast Ball Grenade during any life threatening assault on staff or inmate, without deputy personnel requesting prior approval from the watch commander, when that delay would possibly result in greater traumatic injury.

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### SCOPE OF ORDER:-

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility, in the capacity of Yard Deputy.

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**ORDER:**

**An inmate disturbance, or assault, occurring in the yard area can quickly threaten life, property and the facility's security. The sooner the disturbance is quelled, the greater the probability we have in reducing the extent of injuries to staff or inmates. South Facility is a minimum security custody facility that has a large outdoor recreational yard area designated for inmate exercise use.**

**To facilitate a safe, effective and immediate response from deputy yard personnel, those deputies assigned to the Title 15 yard deputy position are granted standing watch commander authorization for deployment and use of the Six Shot 40mm. Exact Impact Launcher, Stinger Grenade (sting ball), and Rubber Blast Ball Grenade without direct supervision or watch commander authorization, should an inmate(s) pose a substantial threat of inflicting serious injury or death upon any person.**

**Yard members witnessing such an event shall make every attempt to initiate appropriate radio broadcast alerting the facility, safety permitting. As first responders, Title 15 yard deputies shall not enter the yard area during an inmate disturbance until proper back-up arrives.**

**Title 15 yard deputies are reminded that all Department use of force policies and procedures remain in effect. Once an incident is rendered safe, involved personnel shall immediately notify any use or witnessing of force to their sergeant, as is required per Department policy. Personnel assigned to the Title 15 yard deputy position shall be departmentally qualified and as such, shall be authorized to use special weapons.**

**The designated weapons shall be checked out by the eagle tower yard deputy, when engaged in yard activities. Those weapons shall be returned to the armory at the conclusion of each shift, accounted for by South Facility armory & training personnel.**

**If possible, the incident shall be captured on a hand-held video camera, until CCTV video capability is put in place.**

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**Revision Date 04/03/19**

**04/01/17 SOUF**

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**••• 3-07-040 Authorization for Use of Special Weapons by Yard Deputy in Emergent Situations**

**3-07-040 Authorization for Use of Special Weapons by Yard Deputy in Emergent Situations**

**Effective Date: 04-01-17**

**Revision Date: 04-03-19**

**Review Date: 04-03-21**

**Reference: CDM 7-08/000.000, 7-08/050.00, 7-08/070.00; Tennessee v. Garner, 471 US.1, 85L. Ed.2<sup>nd</sup> 1 (1985); Unit Order 5-08-050**

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**PURPOSE OF ORDER:**

**The purpose of this order is to authorize the use of the six shot 40mm. exact impact launcher, the stinger (sting ball) grenade, and rubber blast ball grenade during any life threatening assault on staff or inmate, without deputy personnel requesting prior approval from the watch commander, when that delay would possibly result in greater traumatic injury.**

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**SCOPE OF ORDER:-**

**This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility, in the capacity of Yard Deputy.**

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**ORDER:**

**Inmate disturbances/assaults in the recreational (rec) yard area can quickly threaten life, property and the facility's security. The sooner the disturbance/assault is quelled, the greater the probability we have in reducing the extent of injuries to staff or inmates. South Facility is a minimum security custody facility that has a large outdoor recreational yard area designated for inmate exercise use.**

**To facilitate a safe, effective and immediate response from deputy yard personnel, those deputies assigned to the Title 15 yard deputy position are granted standing watch commander authorization for deployment and use of the six shot 40mm. exact impact launcher, the stinger (sting ball) grenade, and rubber blast ball grenade without direct supervision or watch commander authorization, should any inmate(s) pose a substantial threat of inflicting serious injury or death upon any person.**

**Yard members witnessing such an event shall make every attempt to initiate appropriate radio broadcast alerting the facility, safety permitting. As first responders, Title 15 yard deputies shall not enter the yard area during an inmate disturbance until proper back-up arrives.**

**Title 15 yard deputies are reminded that all Department use of force policies and procedures remain in effect. Once an incident is rendered safe, involved personnel shall immediately notify any use or witnessing of force to their sergeant, as is required per Department policy. Personnel assigned to the Title 15 yard deputy position shall be departmentally qualified and as such, shall be authorized**

**to use special weapons.**

**[REDACTED TEXT]**

**if possible, the incident shall be captured on a hand-held video camera, until CCTV video capability is put in place.**

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**Revision Date 04/03/19**

**04/01/17 SOUF**

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**•• Section 8 - Vehicle Maintenance and Management**

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**••• 3-08-010 Use Of Field Vehicles For Emergency Responses**

**3-08-010 Use Of Field Vehicles For Emergency Responses**

**Effective Date: 10-17-95**

**Revision Date: 05-11-17**

**Review Date: 05-11-19**

**Reference: CDM 4-11/070.00**

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**PURPOSE OF ORDER:**

**The purpose of this order is to establish guidelines **procedures** for the collective parking and use of field vehicles for emergency responses.**

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**SCOPE OF ORDER:**

**This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility, particularly those assigned to the PDC ranch field.**

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**ORDER:**

~~At the end of day shift, all PDC ranch field personnel who have vehicles assigned to their work group, will shall ensure that their vehicle is fueled and left parked in the designated field vehicle parking area located in the lower ranch compound.~~

~~In the event of an after-hours escape or major disaster, these vehicles may be used by personnel who have been designated as a mobile security force. [REDACTED TEXT]~~

~~Any personnel using a motor vehicle shall be responsible for completing a Custody Division vehicle usage log.~~

~~Every Friday, motor pool operations shall be responsible for emailing a "Weekend In-Service of Emergency Vehicles" which shall contain a list of available vehicles for the weekend, in the event of an emergency response requiring their use. This list shall be mailed to all South Facility supervising line deputies, sergeants and lieutenants.~~

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~~Revision Date 11/24/20~~

~~10/17/95 SOUF~~

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~~••• 3-08-020 Utility Terrain Vehicles (UTV)~~

### ~~3-08-020 Utility Terrain Vehicles (UTV)~~

~~Effective Date: 03-03-15~~

~~Revision Date: 02-01-17~~

~~Review Date: 02-01-19~~

~~Reference: MPP 3-01/090.05, 3-01/090.10~~

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#### ~~PURPOSE OF ORDER:~~

~~The purpose of this order is to establish guidelines **procedures** for operating, maintaining safety, and the security of utility terrain vehicles (UTV) at Pitchess Detention Center (PDC) South Facility. Personnel using these vehicles must be in compliance with PDC South Facility's UTV training standards.~~

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#### ~~SCOPE OF ORDER:~~



This order applies to all personnel assigned to, and working at PDC South Facility.

**ORDER:**

UTV's are off-road vehicles, designed to transport up to four (4) people. These vehicles will be used to transport personnel to areas which are difficult to access by conventional vehicles, in the event of an escape or a natural catastrophe. These vehicles have the capacity to easily traverse muddy roads, soft sand, and rocky terrain, which could prove useful during times of critical need and/or when time is of the essence.

Prior to operating the UTV, personnel must successfully complete training by a certified South Facility Instructor. All safety rules and regulations shall be followed. Safety equipment, seatbelts and helmet shall be worn while the vehicle is mobile. County issued helmets are approved for use while seated in the UTV. The safety door shall also be utilized.

UTV's must be checked out and approved by the South Facility watch commander. Authorized operators must fill out a vehicle inspection sheet, prior to driving the UTV.

Operators and/or in-and-out shack personnel must enter the UTV information into the UTV log book, located at the in-and-out shack. The following information shall be included, but not limited to:

- Date
- Time the UTV was checked out and returned
- Mileage (starting and ending)
- Operator's name and operator's employee number
- Reason for usage
- Watch commander's name and watch commander's employee number

Service and maintenance for UTV's will be provided by the motor pool (Penske). The training sergeant or training staff should be contacted for any further instruction.

Revision Date 11/25/20

03/03/15 SOUF

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**• Chapter IV - Reporting Procedures**

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**• • Section 1 - Reporting Procedures**

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••• 4-01-010 Non-employee Injury Reporting

**4-01-010 Non-employee Injury Reporting**

**Effective Date: 01-30-98**

**Revision Date: 12-01-20**

**Review Date: 12-01-22**

**Reference: MPP 4-19/015.00**

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**PURPOSE OF ORDER:**

**The purpose of this order is to establish procedures to be followed by Pitchess Detention Center (PDC) South Facility personnel in the event a non-employee is injured while on County property.**

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**SCOPE OF ORDER:**

**This order applies to all personnel assigned to, and working at PDC South Facility.**

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**ORDER:**

**When a non-employee is injured while in the confines of the South Facility on PDC ranch property, the injury will shall be reported on the Department Complaint Report (SH-R-49) and Non-employee Injury Report (SH-A-668).**

**The Non-employee Injury Report will shall 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 shall be attached to the original Complaint Report SH-R-49, which will shall be turned into the watch sergeant. A log entry will shall be made by desk personnel.**

**The secretaries will Operations personnel shall distribute copies in accordance with existing instructions.**

**Note: In the event of serious injury or fatality, the watch commander will shall notify at once:**

**CARL WARREN & COMPANY**

**[REDACTED TEXT]**

(Address and telephone number verified as current as of 2/16/2010 12/01/2020)

**INJURIES OF CIVILIAN INMATE VISITORS WHILE ON PDG PROPERTY**

In instances where **if a civilian inmate visitors visitor alleges** they sustained an injury while on PDG property, the visiting sergeant will **shall** ensure that their statements/injuries are recorded on videotape.

NOTE: If an incident/injury occurs at the Dr. Elmer T. Jaffe Visitor Center (**main visiting area**) or on a contracted bus used for visitor transportation, South Facility visiting personnel shall assume responsibility for the appropriate paperwork. Personnel should **shall** be reminded to use the appropriate Reporting District (2611) if the injury occurs at the Main Visiting Facility **main visiting area**, and the report should **shall** indicate that it is a "Courtesy report for Santa Clarita Station."

**WORK-RELEASE INMATE INJURED**

**Injuries involving an inmate on work-release shall be H**handled as a Department employee injury, including a full investigation.

NOTE: The inmate's social security number must **shall** be placed in box #8 of the SH-AD-92; all additional reports shall also bear the inmate's social security number. Occupation Stat Code 706— Injury or illness, Work Release Inmate.

Revision Date 12/01/20

01/30/98 SOUF

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**• Chapter V - Line Procedures**

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**• • Section 1 - Supervision Movement and Transportation of Inmates**

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**• • • 5-01-010 Inmate Count**

**5-01-010 Inmate Count**

Effective Date: 06-03-97

Revision Date: 05-11-17

Review Date: 05-11-19

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Reference: CDM 5-05/010.00, 5-05/020.00

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**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines **procedures** for inmate count procedures at Pitchess Detention Center (PDC) South Facility.

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**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

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**ORDER:**

Due to the large number of inmate workers who are taken outside of security at PDC South Facility, 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.

**COUNT FREQUENCY AND TIMES**

**[REDACTED TEXT]**

Personnel assigned to each compound shall be responsible for counting (body count or wristband count) the inmates assigned to that compound. Both the compound officer and the prowler **compound rover** shall conduct independent counts of all inmates housed in their compound. 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.

**TYPES OF COUNTS**

**Outside Count:**

South Facility main control (desk) **desk (South David)** personnel shall advise all compound personnel over using their Department handheld radio that inmate count is about to occur. Desk **South David personnel** shall wait a short period of time before initiating count to allow personnel to prepare for the inmate count.

Desk **South David** personnel will **shall** announce to all compound personnel over the handheld radio that it is time for count. Compound personnel shall advise inmates of the following:

- ~~All inmates shall be outside of the barracks.~~
- ~~Inmates shall line up in rows of five.~~
- ~~Inmates shall face the barracks.~~
- ~~There will be no eating, talking, or moving about during count.~~

~~All inmates will shall exit their barracks and line up for count in rows that are five deep. Inmates shall stand on the lines that are painted on the ground in front of the barrack.~~

~~Officers shall check the compound during this time and ensure all inmates are out of the barrack and are lined up properly. Officers will shall then count the rows of each barrack.~~

~~Desk South David personnel shall announce that it is now, "count time", and begin contacting the compound officers to receive their counts for their respective locations.~~

~~Beginning with [REDACTED TEXT], each officer shall relay their counts to the desk South David personnel for confirmation.~~

~~If a barrack count does not clear match South David's listed count, the compound officer shall:~~

- ~~Recount the line.~~
- ~~Check inside the barrack for any inmates.~~

~~If the second count does not clear match, the desk South David personnel shall:~~

- ~~Have the compound officers send inmates back into their barrack and then conduct a count by listing all empty bunks and all "empty made up" bunks. This information shall be relayed to the Desk South David personnel over the telephone.~~
- ~~Recheck any out-of-counts.~~
- ~~Check all movement records.~~

~~Inside Counts - Body Count:~~

~~Inside counts follow the same procedures as outside count, except for the following:~~

- ~~Desk Officers South David personnel shall advise all inmates that "This will be an inside count".~~
- ~~Inmates shall lie on their stomachs, with their head towards the aisle of the barrack.~~
- ~~Compound Officers shall count each individual inmate.~~

~~Inside counts shall be done for the [REDACTED TEXT]~~

~~E.M. Shift Count:~~

~~These counts are both conducted during the inmates' scheduled sleeping time. Compound Officers shall not disturb sleeping inmates for count purposes. Compound Officers shall check all bunks with inmates completely covered with blankets to assure that there is, in fact, a person in on that bunk. Count procedures shall be the same as an inside count with the exception of an~~

inmate's position on his bunk.

Wristband Count:

A wristband count shall be conducted during the [REDACTED TEXT]

Prior to the wristband count, South David personnel shall make copies of the barrack Automated Justice Information System (AJIS) inmate count printouts ("purges"), separate them by compound, make adjustments for the "out-of-counts" on the purges, and distribute them to their respective compounds.

After the purges have been distributed by South David personnel, the compound officers shall conduct a wristband count. Compound P personnel shall compare the name and booking number on each inmate's wristband to that listed on the barrack purge. Discrepancies should be noted and corrected immediately upon the completion of all wristband checks in the officers' assigned compound.

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 Inmate Processing Area (IPA) where IPA personnel will take their prints and shall obtain make a positive identification using LA Photo Manager [REDACTED TEXT] or Cal Photo [REDACTED TEXT], prior to a new wristband being issued and attached.

The compound officer shall then call in his/her count to the desk for clearance.

## COUNT DISCREPANCIES

Due to the high number of "out-of-count" and working inmates at PDC South Facility, it is imperative that compounds maintain an accurate tally of in and out of count inmates in the Uniform Daily Activity Log (UDAL) or electronic Uniform Daily Activity Log (e-UDAL). These entries shall reflect a detailed description of all inmate movement into and out of each barrack. If a barrack's count and "out-of-count" totals do not match with that of the South Facility main control desk South David, the line sergeant shall immediately be notified and a review of the UDAL/e-UDAL shall be conducted to ascertain the discrepancy.

Once the discrepancy has been identified, an explanation shall be made in the UDAL/e-UDAL and the count corrected. Under no circumstances shall 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 shall personnel adjust the count of a compound or barrack without

~~notifying a supervisor at the rank of sergeant or above.~~

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~~Revision Date 12/01/20~~

~~06/03/97 SOUF~~

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~~••• 5-01-020 Facility Purge Procedures~~

## **5-01-020 Facility Purge Procedures**

~~Effective Date: 02-09-92~~

~~Revision Date: 12-01-20~~

~~Review Date: 12-01-22~~

~~Reference: CDM 5-05/030.00~~

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### **PURPOSE OF ORDER:**

~~The purpose of this order is to outline procedures for the audit of the Automated Jail Information System (AJIS) inmate inventory, which shall be done once each shift.~~

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### **SCOPE OF ORDER:**

~~This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility, primarily but more specifically, personnel working as the watch deputy and desk officer.~~

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### **ORDER:**

~~An audit of the inmate inventory from AJIS shall be completed in order to ensure an accurate accounting of all inmates, and to verify inmate movement to and from the facility.~~

### **INMATE INVENTORIES**

~~The inventory of inmates assigned to South Facility may be confirmed by using the FC01 screen of the AJIS system. A detailed list of inmates assigned to specific barracks and bunks can be checked~~

through the FC05 screen.

Various inmate movements and changes to barrack and facility counts occur during each shift. The watch deputy is responsible for maintaining an accurate computer and paper count of any change in the facility count.

Purges are generated, printed and ready for dissemination at the beginning of each shift. The PM shift watch deputy will **shall** ensure that a 2200 hour purge is printed for use with the 2200 hour wristband count.

## PROCEDURES

The watch deputy is responsible for assuring **ensuring** all counts are accurate before initiating the inmate count at the beginning of the shift. EM shift will **shall** conduct a body count at 2300 and 0300 hours. AM shift will **shall** conduct a body count at 0700 hours. All compounds shall have purges and record all inmate movements made during the shift. PM shift will **shall** conduct a body count at 1500 hours and a wristband count at 2200 hours. Wristband count will confirm the proper housing locations of all inmates, barrack counts and facility.

## DISCREPANCIES

The watch deputy and desk personnel shall be responsible for maintaining a log of all inmate movements to and from the facility, all in-house movements and bunk assignments.

The watch deputy shall ensure all count discrepancies are accurately and immediately reconciled. After all discrepancies have been reconciled, desk personnel shall check the FC01 screen in AJIS and verify that the barrack totals on the screen match the current barrack totals listed on the facility count sheet.

It is the responsibility of the oncoming watch deputy, as part of his desk relief procedures, to verify there is an accurate FC01 count before relieving outgoing desk personnel. This will minimize discrepancies on the inventory reconciliation from one shift to another.

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Revision Date 12/01/20

02/09/92 SOUF

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••• 5-01-030 Inmate Orientation Video and Procedures

## 5-01-030 Inmate Orientation Video and Procedures

Effective Date: 05-13-96

Revision Date: 02-09-17



Review Date: 02-09-19

Reference: Title 15, Section 1069

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PURPOSE OF ORDER:

The purpose of this order is to establish inmate orientation procedures. The orientation will assist in informing inmates of facility programs, rules and regulations, and Title 15 rights.

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SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

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ORDER:

**PDC** South Facility shall develop and maintain an inmate orientation video, covering the below listed activities, rules and practices. The Inmate Orientation Video shall be televised twice each day, once following AM (0700 hours) count and a second time following PM (1500 hours) count. Additionally, the presentation shall be played both in English and Spanish to all inmates who are "new arrivals" (pursuant to California Code of Regulations [CCR] Minimum Jail Standards, Title 15, Section 1069). Any time the Inmate Orientation video is shown, it shall be logged in the Uniform Daily Activity Log (UDAL) book for each barrack.

A detailed list of the inmate rules, printed in English and Spanish, will **shall** be posted inside each barrack and shall be reviewed during the inmate orientation video presentation at the facility.

The inmate orientation video shall address the following inmate rules, regulations, programs and activities:

- All facility rules are posted in every barrack
- Inmates who commit a disciplinary violation, may be transferred to a more restrictive facility and may lose work time and/or good time credits, lengthening their stay in jail
- That inmates must wear a legible wristband at all times (**P**rocedures for replacing a damaged or altered wristband will be explained)
- Inmate dress codes
- Count procedures
- Inmates are responsible for listening and responding accordingly to all facility announcements made over the facility public address system
- Visiting rules and procedures will be explained in detail

- **All forms of medical treatment and procedures will be explained in detail and include information on:**
  - **Non-emergent services: Nurse clinic (sick call) will be conducted Monday through Friday, beginning at 0715 hours, for the upper and lower compounds (The nurse will evaluate the severity of inmate medical needs and treat them accordingly)**
  - **Emergent services: The nearest officer should be contacted and advised of any medical emergencies**
  - **Pill call: For inmates receiving medication, pill call will be announced and conducted daily, at various times throughout the day**
- **Mail procedures for routine and legal mail will be explained in detail**
- **The use of inmate telephones will be explained in detail and include the following information:**
  - **Compound officers will coordinate the use of telephones for their respective compound**
  - **Inmates may not use telephones in other compounds, unless expressly given permission by staff**
  - **Access to telephones is considered a privilege, which may be suspended or revoked for misconduct**
  - **All telephones have the capability of making collect calls only and are not available for inmates on disciplinary status**
  - **All phones require a pre-paid phone card that can be purchased through commissary services**
- **All available inmate programs will be addressed, including but not limited to the following:**
  - **Church services**
  - **Alcoholics Anonymous**
  - **Narcotics Anonymous**
  - **School**
  - **Personal counseling**
  - **Library services**
  - **Inmate worker assignments (work time)**
  - **General relief (GR) assistance**
- **Inmates seeking a program not discussed in the inmate orientation video shall be directed to contact a compound officer or Inmate Services personnel**
- **The inmate grievance and request procedure shall be explained in detail**
- **All services and procedures for contacting Inmate Services will be addressed in detail and include the following information:**
  - **The use of Inmate Request Forms (SH-J-437) and their purpose**
  - **Questions regarding court or legal issues**
  - **How to apply for county probation and obtain the necessary forms and assistance**

**All meal rules and procedures will be addressed in detail.**

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Revision Date 12/02/20

05/13/96 SOUF

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~~••• 5-01-040 Inmate Meals~~

**5-01-040 Inmate Meals**

Effective Date: 05-24-95

Revision Date: 01-03-19

Review Date: 01-03-21

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Purpose Of Order:

The purpose of this order is to establish procedures for providing inmate meals. This order meets current Title 15 requirements.

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Scope Of Order:

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

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Order:

Section 1240 of California Code of Regulations (CCR), Title 15, states that three (3) meals must be provided in any 24-hour period. At least one of these meals must include hot food. If more than 14 hours passes between these meals, supplemental food must be served. A minimum of 15 minutes shall be allowed for the consumption of each meal, except for those inmates on medical diets where the responsible physician has prescribed additional time.

Meals at PDC South Facility are scheduled to begin at 0700 hours for breakfast, 1100 hours for lunch, and 1630 hours for dinner. Dinner will typically consist of a hot meal to satisfy Title 15 requirements. Inmates will be served the evening meal in the Inmate Dining Room (IDR). Breakfast and lunch will typically consist of cold meals and will be served inside the barracks.

Breakfast and lunch will typically consist of prepackaged meals. These prepackaged meals shall be

delivered and served to each individual barrack on a daily basis. Compound officers shall ensure that all inmates are lined up in count formation prior to serving the meal, fully dressed, with their shirts tucked in. A prepackaged meal shall be given to each inmate as they pass in a single file line back into their barrack. These meals are to be consumed inside the barrack. Hoarding of food is not be permitted.

The IDR kitchen security deputy shall be responsible for organizing and assembling the assigned staff by making an announcement over their Department issued radio. They shall ensure all assigned personnel are at their assigned posts prior to any inmates entering the IDR.

All personnel shall be at their assigned posts during the evening meal. Employee meals and breaks shall be delayed until the inmate evening meal is complete.

Inmates in each barrack shall be escorted to the IDR as a group. Compounds shall be fed one at a time, in a manner which prevents any two compounds from intermingling with one another. Any deviation from this procedure must be approved by the watch commander. During the evening meal, the PDC South Facility clinic deputy shall organize small groups of inmates to attend pill call. This shall be done in a manner to ensure the feeding process is not interrupted.

While walking to and from the IDR, inmates are required to follow the blue lines painted on the facility ground. Inmates shall maintain a single file line, with their hands in their pockets, and fully dressed with their shirts tucked in.

Per Custody Division Manual (CDM) section 5-13/010.00, inmates shall be allowed to engage in conversation with one another as long as it at a low volume and does not interfere with the consumption of their meal.

Inmates shall remain seated at their assigned table until excused by an officer. If an inmate has not yet finished his meal, another eating table shall be made available.

A supplemental meal, whether hot or cold, is available to late arrivals, late court returnees, and any inmate who has not been fed during the previous 14 hours. The Inmate Processing Area (IPA) personnel shall coordinate the serving of these meals in conjunction with the IDR kitchen security deputy.

Any deviation from the above procedure, due to inclement weather or other special circumstances, shall be permitted with watch commander approval.

During the evening meal, under no circumstances, shall the double security doors leading to the dock area be unsecured or opened while inmates are being fed in the IDR.

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Revision Date 01/15/19

05/24/95 SOUF

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~~••• 5-01-050 Vocational Security, Inmate Dining Area~~

**5-01-050 Vocational Security, Inmate Dining Area**

Effective Date: 07-10-15

Revision Date: 08-04-15

Review Date: 08-04-17

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**Purpose Of Order:**

~~The purpose of this order is to establish standard procedures regarding the overseeing of the vocational security, inmate dining area.~~

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**Scope Of Order:**

~~This order shall apply to all personnel assigned to or working at South Facility, Ranch Field Operation.~~

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**Order:**

~~Due to the increase of vocational inmate workers being temporarily housed while being fed at the vocational inmate dining area (150 to 200 inmates) the following procedures shall be implemented.~~

~~The assigned security personnel for the inmate meal will be the rank of deputy.~~

~~That deputy will be armed with a Mark 9 OC canister and at least two sting ball grenades. The sting ball grenades and Mark 9 OC canisters shall be secured within the vocational area security booth. Any use of special weapons shall be guided by Custody Division Manual (CDM) section 3-03/010.00 Deployment of Special Weapons.~~

~~During inmate meals a video camera shall be focused on the inmate dining area. If no incident occurs, the camera shall be erased and used for the following meal.~~

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~~••• 5-01-060 Search Procedures (Barrack Searches)~~

**5-01-060 Search Procedures (Barrack Searches)**

Effective Date: 10-07-07

Revision Date: 01-04-17

Review Date: 01-04-19

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Purpose Of Order:

The purpose of this order is to establish procedures and guidelines for the frequency of searching barracks at Pitchess Detention Center (PDC) South Facility. The intended purpose of frequent searches is aid in the control of contraband, to recover missing or stolen property, and to ensure the security and safety of the facility.

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Scope Of Order:

This order applies to all personnel assigned to, and working at PDC South Facility.

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Order:

Inmates and their property are subject to search at any time. Whenever possible, all deputies and custody assistants are encouraged to conduct random searches of inmates, their housing areas, and areas commonly accessed by inmates. Inmate barracks and work areas shall be searched on a frequent, regular basis to prevent and control the movement and possession of weapons, narcotics, stolen property and accumulation of other contraband.

For barrack searches, a line sergeant shall be notified prior to the start of the search, and the line sergeant or supervising line deputy must be present during the entire search. There shall be a sufficient number of custody personnel to conduct the search in a safe manner. The amount of personnel needed shall be determined by the size of the area to be searched.

Prior to any search, the area should be cleared of inmates. Inmates should be escorted to another area

Barrack Search Classifications

Cursory Barrack Search:

Cursory barrack searches should be conducted at random by personnel. This type of search is casual and low profile, typically undertaken by one or two Deputies and/or custody assistants, which involves searching a limited number of bunks and/or inmates. A cursory barrack search may also include a search of the bathroom, shower, day room and other common areas accessed by

inmates:

The purpose of a cursory barrack search is to control contraband and discover weapons and narcotics. Spontaneous, random, and unscheduled searches can aid in the recovery of contraband. During a cursory barrack search, deputies and/or custody assistants should reasonably limit the total number of bunks being searched (usually 10 to 12 bunks). This type of search should not affect the normal operation of the facility.

Personnel conducting a cursory barrack search must ensure bunks and property are not disturbed more than necessary in order to thoroughly search the area/bunks being targeted. Only items identified as contraband should be confiscated and removed.

*Routine Barrack Searches:*

Routine barrack searches when conducted at regular intervals, positively affect the security and safety of both inmates and employees. A routine barrack search can be either random or scheduled (i.e., linen exchange) and encompasses a search of the entire barrack.

All barracks should be searched at least twice a month. All other common areas should be searched thoroughly, at least once a month, for weapons, narcotics and other contraband. A "common area" is any area which can be accessed by inmates such as the yard, inmate dining room, kitchen, visiting or clinic.

Housing areas should be searched thoroughly, paying close attention to any crevices or holes where contraband may be hidden. When searching cells or bed areas, mattresses should be inspected for lumps and/or irregular seams. Bedding and clothing (paying particular attention to seams), all bunks, tables, and chairs shall also be closely inspected. Any excess food, clothing and contraband shall be removed from cells and housing areas. All contraband items shall be documented and inmates disciplined accordingly.

*Specific Barrack Searches:*

A Specific Barrack search is conducted when reasonable suspicion exists, based upon specific, articulable information, that there are narcotics, weapons, missing/stolen property, or other items of evidentiary value within the barrack or area to be searched. This type of search will be methodical, thorough and complete. It may result in the interruption of normal operations of both the barrack and facility, depending on the scope and number of barracks to be searched.

Any personnel wishing to conduct a specific barrack search shall notify the supervising line (senior) deputy and articulate the reasons why the search is being requested. The supervising line (senior) deputy will then notify the line sergeant who will determine if a specific barrack search is warranted. A sergeant or supervising line (senior) deputy must be present during the entire search. The search should be videotaped for documentation and to monitor inmate behavior.

Search Documentation and Reports

At the completion of any search, the watch deputy shall make an entry in the facility log noting the barrack searched, the sergeant who supervised the search, and any significant information

resulting from the search.

All searches shall be logged and signed in the Uniform Daily Activity Log (UDAL) by the line sergeant or senior deputy. The handling deputy or custody assistant designated to complete the search report shall be responsible for processing it through the Custody Automated Reporting and Tracking System (CARTS). Upon completion, the report will be approved by the watch sergeant, and submitted to the watch commander for review. All search reports shall be completed and approved by the watch commander the end of the shift. A copy of the report shall be retained in a binder, located in the sergeant's office.

### Care and Control of Inmate Property

Personnel participating in any type of barrack search should handle the inmate's property with care.

- If inmates are removed from their housing area and their property left behind, the property will be searched and all contraband items removed. The property shall be left on top of the inmate's bunk.
- If inmates are removed from their housing area and they take their personal and county issued property (excluding mattress), the property should be searched in their presence. When all contraband items are removed, the remainder of the property will be returned to the inmate.
- Bunks of inmates who are not present, due to other commitments (e.g., court, class, work assignments, medical passes, etc.) shall also be searched.
- All excess personal property possessed by the inmate shall be disposed of or released to a visitor. Inmates shall be given a choice of which property they wish to dispose of without compensation.
- In order to ensure clean and sanitary housing for all inmates, perishable foods, served with inmate meals, not consumed within a 4 hour period shall be destroyed.

Pictures, drawings, etc., determined to be lewd, overly inappropriate, or gang related shall be properly disposed of in the contraband barrel.

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### • • • 5-01-070 Search Procedures (Inmate Searches)

## 5-01-070 Search Procedures (Inmate Searches)

Effective Date: 10-07-07

Revision Date: 01-13-17

Review Date: 01-13-19

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Purpose Of Order: \_\_\_\_\_



The purpose of this order is to establish procedures and outline the frequency of searching inmates, inmate workers and incoming lines of inmates at Pitchess Detention Center (PDC) South Facility to control contraband, recover missing or stolen property, and to ensure internal security and safety of the facility.

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Scope Of Order:

This order applies to all personnel assigned to, and working at PDC South Facility, specifically those assigned to search inmates, including, but not limited to Inmate Processing Area (IPA) personnel.

-

Order:

Inmates and their property are subject to search at any time. All deputies and custody assistant personnel are encouraged to conduct random searches of inmates whenever possible. Inmates should be searched on a frequent, regular basis to prevent and control the movement and possession of weapons, narcotics, stolen property and other contraband.

As per the Custody Division Manual (CDM), there are four (4) types of inmate searches:

- Pat Down/Cursory Search: A search which requires the physical "patting" of a person over their clothing.
- Strip Search: A search which requires a person to remove or re-arrange some or all of their clothing to permit a visual inspection of the underclothing, breasts, buttocks or genitalia.
- Visual Body Cavity Search: This search is the visual inspection of a person's body cavities (i.e., skin folds, rectal and vaginal cavities).
- Physical Body Cavity Search: This search is the intrusion into a person's body cavity for the purpose of discovering and/or retrieving any object concealed within the cavity.

Personnel may, at any time conduct pat down, cursory or strip searches of inmates without a supervisor present. Visual body cavity searches shall require a supervisor be present. Physical body cavity searches require a search warrant or court order and shall only be conducted in a clinical setting by medical personnel.

All incoming inmate lines, inmate workers returning to their housing areas, or any inmate who has left security and is returning, shall report to the IPA for a visual cavity search. Personnel performing the visual cavity search shall not begin the search until a supervisor has been notified and is present in the IPA.

All searches will be conducted in accordance with CDM section 5-08/010.00 and in compliance of all Prison Rape Elimination Act of 2003 (PREA) standards.

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~~••• 5-01-075 Inmate Worker Check-in/out~~

~~**5-01-075 Inmate Worker Check-in/out**~~

~~Effective Date: 04-07-21~~

~~Reviewed Date: 07-01-21~~

~~**PURPOSE OF ORDER:**~~

~~The purpose of this order is to establish procedures for checking inmate workers in and out of Pitchess Detention Center (PDC) South Facility while they are assigned to a work crew.~~

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~~**SCOPE OF ORDER:**~~

~~This order applies to all personnel assigned to, and working at PDC South Facility.~~

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~~**ORDER:**~~

~~In order to maintain facility security and assist the PDC South Facility main control desk (David) personnel verify daily inmate counts, [REDACTED TEXT] The assigned work crew supervisors shall do the following:~~

- ~~• [REDACTED TEXT] (volunteer inmate workers who are not approved by classifications personnel shall not be allowed to work)~~
- ~~• Coordinate with compound personnel to ensure the correct number of inmate workers leaving each barrack are documented in the Uniform Daily Activity Log (UDAL) for that barrack~~
- ~~• [REDACTED TEXT]~~

~~Individual inmate worker names do not need to be written in the UDAL since they are already included on a list. A numeric tally shall be kept of inmates leaving each barrack for work in the corresponding UDAL. Compound personnel shall ensure accurate count of inmates at all times by documenting any changes on the list of inmates coming in and out of the compound.~~

~~[REDACTED TEXT]~~

~~04/07/21 SOUF~~

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~~••• 5-01-080 Photographic Identification and Videotaping of Inmate Work Crews~~

~~**5-01-080 Photographic Identification and Videotaping of Inmate Work**~~

## Crews

Effective Date: 07-19-95

Revision Date: 05-11-17

Review Date: 05-11-19

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### Purpose Of Order:

The purpose of this order is to establish operational procedures and guidelines for the photographic identification and video taping of inmate work crews who leave Pitchess Detention Center (PDC) South Facility to work in locations outside of security.

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### Scope Of Order:

This order applies to all personnel assigned to, and working at PDC South Facility, specifically those who supervise inmate work crews, Adam units, and deputies assigned to the South Facility In/Out Shack.

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### Order:

All inmate work crews leaving the PDC South Facility compound to work at other locations will be photographically identified and video-taped as they leave the facility. Each inmate's face shall be compared to his booking photo, which will be maintained in the photo check-out book. The book shall be maintained by the In/Out Shack Deputy on a daily basis. Each inmate shall then be video recorded with a full unobstructed facial view as their wristband is checked and the inmate's last name, first name and the entire booking number are read aloud.

Classification Office personnel will provide the In/Out Shack deputy with the inmate worker movement list Monday-Friday. The In/Out Shack deputy will be responsible for printing out the inmate's picture using the Cal-Photo system and placing the photograph into the assigned work crew photo book. Classification personnel shall contact the In/Out Shack deputy with any changes to any of the inmate work crews.

Inmate work crews will be paged via the public announcement (PA) system starting at 0600 hours, to report to gate #8. All inmates shall then be escorted by custody personnel to gate #8. The In/Out Shack deputy will check each work crew into the Court Services Transportation (CST) sally port by checking the inmate's wristband. All inmate work crews will be locked in the "dog run" before the outer gate is unlocked. The outer gate #8 will be opened by the assisting Adam 7 unit. At no time shall the In/Out Shack deputy's key ring have both interior and exterior jail access keys in the

~~facility. An interior access key shall be kept secured in the key safe and shall only be removed from the safe in emergent situations.~~

~~A minimum of two (2) Adam units shall assist the In/Out Shack deputy with the photographic identification and video recording of all inmates who are exiting the facility to work. The In/Out Shack deputy will be responsible for retaining and maintaining the video recordings. Video recordings may be deleted or recorded over, as necessary, after a period of 24 hours.~~

~~The purpose of this video recording is to have the ability to instantly identify an inmate if he is missing or has possibly escaped. The Watch Commander shall be immediately notified when it is determined that an inmate is missing or has possibly escaped.~~

~~The video camera shall be maintained in the In/Out Shack building. The In/Out Shack deputy shall be responsible for ensuring that the video camera battery is charged daily.~~

~~The facility compound personnel will assist in the processing of inmate work crews if necessary.~~

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~~••• 5-01-090 Inmate Temporary Holding Area Procedures~~

~~**5-01-090 Inmate Temporary Holding Area Procedures**~~

~~**Effective Date: 05-26-95**~~

~~**Revision Date: 06-03-20**~~

~~**Review Date: 06-03-22**~~

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~~**Purpose Of Order:**~~

~~The purpose of this order is to establish procedures for use of the Pitchess Detention Center (PDC) South Facility inmate temporary holding areas.~~

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~~**Scope Of Order:**~~

~~This order applies to all personnel assigned to, and/or working at PDC South Facility.~~

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~~**Order:**~~

~~South Facility has three (3) approved inmate temporary holding areas where inmates may be temporarily housed. The PDC laundry facility has one (1) additional approved inmate temporary~~

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holding area. The temporary holding areas may be used to temporarily house inmates pending disciplinary housing, inmates involved in criminal activity, assaultive or recalcitrant inmates, inmates with a "keep away" status, or inmates under mental observation. The locations of the approved temporary holding areas are as follows: \_\_\_\_\_

- South Inmate Temporary Holding Area #1, adjacent to main control
- South Inmate Temporary Holding Area #2, inside Barrack 30
- South Inmate Temporary Holding Area #3, adjacent to the PDC South visiting center consisting of two (2) separate holding areas
- PDC Laundry Temporary Holding Area, adjacent to the PDC laundry security office

Priority shall be given to inmates who pose a risk to the safety and security of the facility.

Responsibility for monitoring the inmate temporary holding areas while they are occupied by inmates shall be as follows:

- Area #1: Adam Compound personnel
- Area #2: Barrack 30 personnel
- Area #3: Eddie Compound personnel.
- Laundry Area: laundry security personnel

Whenever personnel place an inmate in any of the holding areas, the line sergeant, watch sergeant, supervising line deputy, and watch deputy shall be immediately notified as soon as safely possible. Additionally, the following procedures shall be adhered to:

- Recalcitrant, hostile, or aggressive inmates shall be kept in normal traffic areas, searched, and escorted to holding areas under the direction of a supervisor.

Note: Any force used during the restraining of the inmate(s) shall be reported per GDM section 7-06/000.00, "Use of Force Reporting Procedures."

- After a violent or recalcitrant inmate has been placed in a holding area, a sergeant shall be present when removing the inmate from the holding area.
- Whenever possible, the handcuffing or un-handcuffing of violent and/or recalcitrant inmates in a holding area shall be accomplished by using the holding area gate portal. Personnel shall not enter a temporary holding area to contact or remove an uncooperative, aggressive, hostile, or armed inmate unless an immediate threat of physical harm is present.
- Violent or recalcitrant inmates may be left handcuffed in a temporary holding area for the shortest period of time possible. Inmates shall not be restrained to fixed objects unless the object is designed or commonly used for that purpose, and only for the shortest period of time possible. The responding sergeant shall evaluate the incident and determine the appropriate use of restraints.
- The following shall apply to inmates left restrained in a temporary holding area:
  - Inmates shall be handcuffed (with the cuffs double locked) with their hands behind their backs when feasible.
  - Restrained inmates shall not be left in a holding area with unrestrained inmates.

- 15 minute safety checks shall be conducted.
  - Restraints shall not be used as a form of discipline.
  - The sergeant shall continually evaluate the behavior of the restrained inmate to determine if the continued use of restraints is necessary. The sergeant shall document these evaluations in the housing location's Uniform Daily Activity Log (UDAL) and the Temporary Holding Area Safety Check Log.
  - If the sergeant determines the application of the restraints is no longer necessary, the sergeant shall order the removal of the restraints from the inmate. The sergeant shall be present when the restraints are removed from the inmate. The time the restraints were removed and the reason(s) why they were removed shall be documented in the housing location's UDAL.
  - All procedures and notifications outlined in CDM sections 7-03/000.05, "Fixed Restraints," and 7-03/000.10, "Security Restraints and Separation/Isolation of Inmates" shall be adhered to at all times.
- The Temporary Holding Area Safety Check Log, located in the South Facility shared files folder "\\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\Temporary Holding Area Safety Check Log", shall be maintained for each inmate placed in a holding area. Personnel placing an inmate in a holding area shall immediately notify Adam Compound, Barrack 30, and/or Eddie Compound personnel, and shall supply all information needed for the log.
  - The Temporary Holding Area Safety Check Logs shall be initiated in the watch sergeant's office. The handling deputy shall write the following information on the watch sergeant's white board and the Temporary Holding Area Safety Check Log:
    - Inmate's name, booking number, holding area location, housing location, reason, and time the inmate was placed in the temporary holding area
  - When an inmate is moved from a temporary holding area to their final destination, the handling deputy shall immediately notify the watch sergeant, line sergeant, and supervising line senior.
  - The Temporary Holding Area Safety Check Log shall be returned to the watch sergeant for review and approval. Once approved, the supervising line senior shall scan it into the PDC South shared files folder "\\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\Temporary Holding Area Safety Check Log." The completed form shall be given to the watch deputy to be filed with the daily facility logs.
  - When performing inmate safety checks in the temporary holding areas, personnel shall ensure they carefully monitor and document the condition of the inmate(s). Medical assistance shall be summoned immediately whenever an inmate appears to be experiencing medical distress or complains of difficulty breathing.
  - The watch deputy shall immediately notify the watch sergeant when an inmate has been in a temporary holding area for more than one (1) hour. The watch sergeant shall ascertain the reason for the transfer delay and assist in expediting the inmate's transfer. Inmates shall not be left in the temporary holding area for more than four (4) hours without the approval of the watch commander. In instances of inclement weather, the watch sergeant on duty shall be responsible for deciding if these time limits should be shortened further or if an alternate holding area should be utilized. If an inmate is left restrained in a temporary holding area for a period of more than one (1) hour and the sergeant has determined that the restraints should not be removed, the sergeant shall consult with the watch commander. The watch commander shall personally evaluate the behavior of the inmate and determine the next course of action.

- ~~Barrack 30 personnel and/or Eddie Compound personnel shall ensure inmates in temporary holding areas do not miss their scheduled meals and are allowed to use the restroom.~~
- ~~Restrained inmates who are left in temporary holding areas shall also be offered regularly scheduled meals and allowed to use restroom facilities. Custody personnel shall notify a sergeant of the need for these actions. The sergeant shall determine if these actions may be accomplished in a manner that is safe for custody personnel and the inmate. The sergeant shall be present if the restraints are removed for these purposes. The sergeant shall document these evaluations in the inmate's housing location's UDAL.~~
- ~~Documentation procedures shall not be implemented when a temporary holding area is utilized as a temporary overflow for doctor's line, court line, video conference, pill call, etc. Additionally, routine incoming and outgoing lines held in the IPA, or in Area #2, shall not be logged.~~

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~~Revised 06/03/20~~

~~Revised 12/23/19~~

~~05/26/95 SOUF~~

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~~• • • 5-01-100 Inmate Transportation~~

## ~~5-01-100 Inmate Transportation~~

~~Effective Date: 05-18-95~~

~~Revision Date: 02-08-17~~

~~Review Date: 02-08-19~~

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~~**Purpose Of Order:**~~

~~The purpose of this order is to establish guidelines for the transportation of inmates to and from Pitchess Detention Center (PDC) South Facility.~~

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~~**Scope Of Order:**~~

~~This order applies to all personnel assigned to, and working at PDC South Facility.~~

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Order:

A van, radio car or bus will be utilized for the transportation of inmates. Any need to transport an inmate shall be done utilizing two (2) armed deputies, for the purposes of escorting and monitoring the inmate.

When an inmate is to be transported in a county vehicle, he will be handcuffed and supervised at all times. All inmates shall wear factory installed, or Department authorized and installed, safety belts when being transported in a county vehicle.

Inmates will not be transported in or upon any vehicle not specifically equipped or modified to transport passengers. This policy shall apply to on-road vehicles, off-road vehicles, farm vehicles and any other motorized equipment utilized at South Facility.

Personnel assigned to transport inmates off of the facility grounds shall post their names and contact phone number (cell phone if applicable) on the information board in the watch sergeant's office. The watch deputy shall be responsible for noting the time personnel left the facility, arrived at their destination, and the time they returned. Transporting personnel shall notify the watch deputy upon their arrival and departure at the intended location.

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~~••• 5-01-110 Transportation of Inmate Workers on Pitchess Detention Center Property~~

~~**5-01-110 Transportation of Inmate Workers on Pitchess Detention Center Property**~~

~~**Effective Date: 04-08-09**~~

~~**Revision Date: 10-30-13**~~

~~**Review Date:**~~

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~~**Purpose Of Order:**~~

~~**To establish procedures for the safe transportation of inmate workers on the Pitchess Detention Center (PDC) properly utilizing the county buses, pick-up trucks, and flatbed work trucks provided to South Facility from the Motor Pool. This order will clarify the duties and training required of personnel operating these vehicles.**~~

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~~**Scope Of Order:**~~

~~**This order applies to all personnel working South Facility and Ranch Operations, and specifically to the Laundry Facility and Ranch Field Crew personnel who transport inmate workers via motor**~~

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vehicles.

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Order:

Transporting inmate workers to various locations throughout the PDC property is a required daily event. This includes the transportation of inmate workers between South Facility, the Laundry Facility, and various field assignments. Due to the number of inmates assigned to some of these duties, these inmate workers are transported via County buses, pick-up trucks, and flatbed work trucks assigned to South Facility, and maintained by the Motor Pool.

Pick-up and Flatbed Trucks

Pursuant to 23116(d) of the California Vehicle Code, which states in part, "Subdivisions (a), (b), and (c) do not apply to any person transporting one or more persons in the back of a truck or flatbed motor truck owned by a farmer or rancher, if that vehicle is used exclusively within the boundaries of lands owned or managed by that farmer or rancher, including the incidental use of that vehicle on not more than one mile of highway between one part of the farm or ranch to another part of that farm or ranch" allows PDC personnel assigned to Ranch Field Operations may transport inmate workers in the open bed of a pick-up truck, or flatbed work truck.

Personnel driving pick-up and flatbed trucks while transporting inmate workers to their assigned work stations shall adhere to the following safety rules:

1. Inmates shall remain seated at all times while the vehicle is in motion.
2. Inmates shall sit on the bed floor of the pick-up or flatbed truck vehicle only, unless approved seats and restraints are installed.
3. The vehicle must have a closed tailgate or fence.
4. The vehicle shall not be driven in excess of 25 miles per hour.
5. All sharp tools (shovels, rakes, hoes, pick-axe, Pulaski, saws) shall be secured in an enclosed compartment or trailer.

Due care and caution while transporting inmate workers is paramount. This order and the vehicle code do not absolve the drivers of vehicles driven in a reckless or dangerous manner.

County Buses

Due to the PDC property being a private, non-dedicated, county owned property, many sections of the California Vehicle Code (CVC) governing the operation of motor vehicles, do not apply. This includes vehicle licensing requirements. However, it is not in the best interest of assigned personnel to operate a county buss without some type of formal training.

Due to the above concerns, the California Department of Motor Vehicles (DMV), and the Sheriff's Department Court Services Transportation Bureau staff were contacted and a Standards for Training in Corrections (STC) Advanced Drivers Training class was established to properly train personnel who routinely operate these busses. This training DOES NOT alleviate or replace CVC requirements of obtaining a Class "B" commercial driver's license if the county buses are driven off of the PDC property and on to any public roadway.

Effective immediately, the following procedures are established for the transportation of inmate workers, in county buses, while on the PDC property:

- South Facility personnel shall not transport passengers in a county bus, on PDC property, until they have completed the STC approved Advanced Driver Training class. All Laundry Facility security staff and selected Field Crew personnel shall be required to take and pass, the STC approved Advanced Driver Training class.

- The Advanced Driver Training STC class is specifically designed to teach personnel how to safely drive a passenger bus. Included in the class will be classroom and practical application training covering the DMV Commercial Drivers Handbook, air brake inspection, vehicle pre-inspection, and behind the wheel driving scenarios.

At no time will a bus carrying passengers be driven by an untrained employee without the approval of a supervisor, holding the minimum permanent rank of a sergeant.

This unit order is written, based upon the following information, provided by Road Maintenance Superintendent Robert W. Holmes (Road Maintenance Division, Los Angeles County Department of Public Works) and section 21107.7 of the California Vehicle Code:

- All roadways within the boundaries of the Pitchess Detention Center are considered non-dedicated private roads located on private property.

- The land owner is the County of Los Angeles, and the property manager is the Los Angeles County Sheriff's Department.

- In order for a road to be a public roadway, it has to be constructed to DPW standards and accepted into the road system by the Los Angeles County Road Commissioner (Director of Public Works or her designee).

- Public roadways are generally open to the public; however there are exceptions to this rule, ie; unimproved roadways, roads damaged by some type of disaster, or a road being reconstructed.

- Funds used to maintain public roadways are generally provided through gas taxes.

In researching the status of the roadways located within the PDC property, Road Maintenance Superintendent Robert W. Holmes concluded:

- If the roads within the Pitchess Detention Center were public roadways they would be

~~maintained and inspected by The Department of Public Works, Road Maintenance Division, utilizing public funds, which they are not.~~

~~• The roadways would be listed in the Department of Public Works Road Codes Database (a database of public roads maintained by the Department of Public Works), which they are not.~~

~~• For the past 23 years the Department of Public Works, Road Maintenance Division has performed a number of projects on the Ranch. In each instance the work was funded through a Sheriff's Department, Departmental Service Order (DSO) and not public funding.~~

### 21107.7 CVC

~~(a) Any city or county may, by ordinance or resolution, find and declare that there are privately owned and maintained roads as described in the ordinance or resolution within the city or county that are not generally held open for use of the public for purposes of vehicular travel but, by reason of their proximity to or connection with highways, the interests of any residents residing along the roads and the motoring public will best be served by application of the provisions of this code to those roads. No ordinance or resolution shall be enacted unless there is first filed with the city or county a petition requesting it by a majority of the owners of any privately owned and maintained road, or by at least a majority of the board of directors of a common interest development, as defined by Section 1351 of the Civil Code, that is responsible for maintaining the road, and without a public hearing thereon and 10 days prior written notice to all owners of the road or all of the owners in the development. Upon enactment of the ordinance or resolution, the provisions of this code shall apply to the privately owned and maintained road if appropriate signs are erected at the entrance to the road of the size, shape, and color as to be readily legible during daylight hours from a distance of 100 feet, to the effect that the road is subject to the provisions of this code. The city or county may impose reasonable conditions and may authorize the owners, or board of directors of the common interest development, to erect traffic signs, signals, markings, and devices which conform to the uniform standards and specifications adopted by the Department of Transportation.~~

~~(b) The department shall not be required to provide patrol or enforce any provisions of this code on any privately owned and maintained road subjected to the provisions of this code under this section, except those provisions applicable to private property other than by action under this section.~~

~~(c) As used in this section, "privately owned and maintained roads" includes roads owned and maintained by a city, county or district that are not dedicated to use by the public or are not generally held open for use of the public for purposes of vehicular travel.~~

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~~••• 5-01-120 Transportation & Handling of Inmate Field Crew Workers for Injury...~~

~~**5-01-120 Transportation & Handling of Inmate Field Crew Workers for Injury...**~~

Effective Date: 07-01-08

Revision Date: 05-11-17

Review Date: 05-11-19

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Purpose Of Order:

The purpose of this order is to outline duties for the Pitchess Detention Center (PDC) South Facility main control, PDC ranch field personnel and PDC South Adam units, in the handling of inmate workers who require transportation for discipline or medical attention due to injury.

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Scope Of Order:

This Order applies to all personnel assigned to, and working at PDC South Facility, specifically those assigned to main control, field crews and Adam units, on all shifts where inmate workers are working in the field positions.

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Order:

In the event that an inmate assigned to a field crew is being placed on discipline, or is injured (during their work assignment), the paperwork and subsequent transportation of the inmate shall be handled accordingly. Field crew security personnel will not be responsible for the completion of the discipline paperwork (e.g., Inmate Reports Tracking System [IRTS] entries, etc.) or Inmate Injury/Illness Report (SH-J-212).

Personnel shall follow the procedures outlined below for handling the transportation of injured inmates or inmates in need of disciplinary housing:

- Vocational security, field, and laundry personnel shall contact the watch deputy and/or main control and advise them they have an inmate who is injured or in need of disciplinary action.
- Circumstances permitting, vocational security personnel will respond and assume responsibility for the inmate, provide transportation, complete any associated documentation (e.g., IRTS, Inmate Injury/Illness Report [SH-J-212], Incident Report [SH-R-49], etc.) and make the required notifications. If vocational security personnel are unavailable, an Adam unit will assume the above listed responsibilities.
- South Facility main control personnel shall immediately contact compound personnel to retrieve the inmate's property and adjust the count in the Uniform Daily Activity Log (UDAL) or electronic Uniform Daily Activity Log (e-UDAL).
- At no time will an inmate worker be moved without the approval of a field supervisor. Undocumented transfers of inmate workers shall not occur.

~~The only exceptions to the above are instances where inmates are assigned to field vocational programs. In these circumstances, the vocational instructors will contact field vocational security and the vocational security deputies will handle the necessary paperwork and movement of the inmates.~~

~~If there are any questions or a need arises to change any portion of this order due to varying circumstances, the field sergeant or field lieutenant shall be consulted.~~

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~~• • • 5-01-130 Inmate Safety Screening System –Smith Detection B-SCAN–~~

## 5-01-130 Inmate Safety Screening System “Smith Detection B-SCAN”

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Effective Date: 02-11-16

Revision Date: 08-24-18

Review Date: 08-24-20

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### Purpose Of Order:

~~The purpose of this order is to establish guidelines, and frequency for screening inmates at Pitchess Detention Center (PDC) South Facility utilizing the security screening system “Smith Detection B-SCAN 16HR-LD 250” (B-SCAN/X-ray) to control contraband, recover missing or stolen property, and to ensure internal security and safety.~~

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### Scope Of Order:

~~This order applies to all personnel assigned to, and working at PDC South Facility, particularly to those assigned to search or screen inmates, including but not limited to Inmate Processing Area (IPA) and B-SCAN/X-ray security personnel.~~

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### Order:

~~The purpose of the B-SCAN/X-ray screening system is to curtail the supply of contraband entering PDC South Facility and to minimize the need for more intrusive methods of searching inmates during the intake process and routine searches. The B-SCAN/X-ray will be used in the IPA of PDC South Facility (Barrack 40) to screen new inmates, court returnees, inmate workers and any inmates housed currently at PDC South Facility.~~

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The B-SCAN/X-ray screening system will help reduce the amount of contraband which is undetected by use of visual searching methods and will help reveal contraband secreted in an inmate's clothing, as well as body cavities.

### B-Scan/X-Ray Operators

All B-SCAN/X-ray screening system operators shall be trained by Custody Training and Standards Bureau (CTSB), or their designee(s), in the operation of the system and how to identify contraband on the display screens. Custody assistants (CA's) will be the primary operators of B-SCAN/X-ray equipment. However, deputies who are trained may be requested to use the B-SCAN/X-ray equipment on an as needed basis.

B-SCAN/X-ray screening operators and any personnel in a position to directly observe the B-SCAN/X-ray display, shall be of the same gender as the inmate being screened.

Personnel who have not been formally trained on the operation of the B-SCAN/X-ray screening system shall not attempt to operate the system.

If a trained operator is not available, an alternate search procedure shall be utilized.

The amount of x-ray exposure from the B-SCAN/X-ray screening systems is extremely low. The x-ray exposure from a single pass through the system is equivalent to about three (3) minutes of flying in an aircraft at an altitude of 30,000 feet. In addition, no x-ray radiation reaches beyond the safety zones which are clearly marked around the base of the system or through the side panels.

In an effort to ensure that B-SCAN/X-ray operators are not exposed to radiation, they shall be issued and shall wear a radiation detection badge, known as a dosimeter. B-SCAN/X-ray screening operators and any personnel in a position to directly observe the B-SCAN/X-ray shall wear their assigned dosimeter prior to operating the system. The dosimeter shall be secured in Barrack 40 and shall not be exposed to sunlight. The dosimeter shall not be taken home. After use, the dosimeter shall be secured in the B-SCAN/X-ray sergeant's office.

The dosimeters shall be evaluated regularly and exchanged quarterly. At the end of each quarter, expired dosimeters shall be sent back to Mirion Technologies for measurement of possible radiation exposure.

A portable video camera shall be permanently stored at each B-SCAN/X-ray screening system station. At the beginning of each shift, the B-SCAN/X-ray operator shall ensure that the video camera is functioning properly, has a charged battery, and recording media with sufficient storage space. The portable cameras shall be used as a back-up in case the CCTV cameras installed in barrack 40 malfunction.

### B-Scan/X-Ray Screening Procedures

Inmates who are to be screened shall be escorted into the screening area, located in Barrack 40. The amount of inmates in barrack 40 for screening shall be determined by the sergeant. The inmates will stand quietly and face the wall as custody personnel provide the following instructions

in preparation to move one (1) inmate at a time through the B-SCAN/X-ray screening system:

- Place property on the table for searching
- Present wristband for scanning
- Step up on to the conveyor belt with the toes on the edge of the belt facing the operator
- Stand with hands to sides, with the tip of the thumbs placed on hips, fingers spread apart and feet shoulder width apart
- Turn head toward the exit
- Prepare for the screening system conveyor belt to move through the screening system and ensure inmate does not move during the scanning process to prevent a miss scan

When the B-SCAN/X-ray screening operator is ready, custody personnel will direct the inmates, one at a time, through the B-SCAN/X-ray screening system. At the completion of each scan process, the inmate will be instructed to safely step off the system conveyor belt, face the exit (North Doors) of Barrack 40, place their hands behind their back, and refrain from talking. During this time, the B-SCAN/X-ray screening operator shall evaluate the inmate's scan. If the B-SCAN/X-ray screening operator determines the inmate is clear of any contraband, the inmate will be directed to recover his property and follow the directions of deputy personnel.

If the B-SCAN/X-ray screening operator observes something suspicious or foreign in the inmate's scan, the screening operator shall notify the assisting deputy and the sergeant. The inmate shall then be handcuffed and segregated. Once the inmate is segregated, he shall be supervised by deputy personnel at all times to prevent the inmate from disposing any evidence of contraband. The inmate shall be visually searched and given the opportunity to voluntarily remove the contraband in accordance with Custody Division Manual (CDM) section 5-08/010.00, Searches.

Medical personnel shall be summoned to the location to evaluate the inmate's health. If the inmate needs emergent medical attention, he shall be transported via ambulance to the nearest hospital.

The inmate shall be waist-chained with the handcuffs positioned on the side of the inmate's hip, double locked in accordance with CDM section 5-05/120.00, Waist Chain Procedures if medical personnel does not deem the inmates health at risk and the following occurs:

- The inmate cannot or will not remove or surrender the contraband
- Medical personnel determined removal of the contraband is hazardous to the health and safety of the inmate

The waistband and ankles of the inmate's pants shall be taped closed to restrict the inmate's access to their body cavities. The tape should never be applied in a manner to restrict circulation, or directly over the inmate's skin.

Measures shall be taken to prove/disprove the existence of concealed contraband inside the inmate's body (x-ray, body scanner, inmate admittance, canine alerts, etc.).

After contraband has been confirmed, contraband watch procedures shall be initiated and conducted in accordance with Custody Services Division Directive 15-001, Contraband Watch Procedures.

Reports of contraband shall include the inmate's name, booking number, location of the scanner, contraband discovered, and photographs of the contraband if available.

### Refusal Procedures

#### New Inmate Arrivals

All incoming lines (new arrivals) shall submit to the custody safety screening program (B-SCAN). Inmates who refuse to be screened are subject to being rehoued at an outlying facility. An "Information Only" Inmate Reports Tracking System (IRTS) shall be submitted documenting the refusal. An inmate who becomes recalcitrant during any part of the screening or subsequent process, shall be handled as described in CDM section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."

#### Court Returnees

All inmates returning from court shall submit to the custody safety screening program (B-SCAN). Inmates who refuse to be screened, shall be rehoued at an outlying custody facility, per Personnel Management Bureau (PMB) housing guidelines. Additionally, an "Information Only" IRTS report shall be written by the handling Deputy, or his/her designee, detailing the Inmates refusal to submit the custody safety screening program (B-SCAN).

If an inmate declines to participate in the B-SCAN/X-ray safety screening process, a sergeant shall be notified. The inmate shall be subjected to a visual body cavity search. The visual body cavity search shall be in accordance with PDG South Facility unit orders and CDM, section 5-08/010.0, "Searches."

If an inmate refuses both the B-SCAN/X-ray and the visual body cavity search, a sergeant shall immediately be notified. The inmate may be subject to a "major violation" disciplinary procedure (insubordination/refusing an order) per CDM section 5-09/030.00, "Disciplinary Guidelines."

#### Pre-Arraigned Felony Inmates

In the presence of a sergeant, pre-arraigned FELONY inmates who decline the opportunity to be screened shall be given a visual body cavity search. Inmates who refuse to submit to a visual body cavity search are subject to a "major violation" disciplinary procedure per CDM section 5-09/030.00 "Disciplinary Guidelines."

Any inmate who becomes recalcitrant during any part of the screening or subsequent searching process shall be handled as described in CDM section 5-05/090.05, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."

Inmates who have been arraigned shall be handled in the same manner as the pre-arraigned FELONY inmates described above.

#### Pre-Arraigned Misdemeanor And Infraction Inmates



Pre-arraigned MISDEMEANOR AND INFRACTION inmates SHALL NOT be subjected to a visual body cavity search based upon refusal alone. The act of declining the screening option does not meet the “individualized suspicion and articulable facts” required to authorize the visual body cavity search of pre-arraigned misdemeanor or infraction inmate. If, however, individualized suspicion and articulable facts exist, custody personnel may only perform a visual body cavity search upon completion of a “Strip Search Authorization Record” (SH-R-399) with approval from the watch commander.

#### Inmates With Special Needs And/Or Physical Limitations

Inmates confined to wheelchairs or with crutches who cannot physically stand for the screening process (approximately seven seconds), as well as those inmates whose physical stature prevents them to pass through the B-SCAN/X-ray screening system, shall be searched as described in CDM, section 5-08/010.00, “Searches.” Medical personnel shall be consulted if there is any question as to whether or not an inmate can safely participate in the B-SCAN/X-ray process.

#### Pregnant Inmates

Currently, female inmates are not assigned to housing at PDC South Facility. However, in the event the facility is assigned female inmates, the following procedures shall be implemented:

Pregnant inmates shall not be screened by use of the B-SCAN/X-ray screening system. All pregnant inmates shall be searched as described in CDM, section 5-08/010.00, “Searches.” All confirmed pregnant inmates shall be classified in accordance with CDM section 5-01/030.00, “Identification and Classification Symbols for Special Handling Inmates,” and CDM section 5-01/030.05, “Identification and Classification for Pregnant Inmates.”

#### Deaf Or Hard Of Hearing Inmates

PDC South Facility currently does not house deaf or hard of hearing inmates. However, in the event the facility is assigned deaf or hard of hearing inmates, the following procedures shall be implemented:

Inmates who have been classified as deaf or hard of hearing are issued an inmate uniform consisting of an orange shirt and blue pants. This allows custody personnel to identify the inmate’s particular needs and provide special accommodations as seen fit and/or necessary. Green wristbands are also utilized for inmates who are developmentally disabled or who have medical or sensory impairments that may require administrative segregation from the general population. The letter “D” is also placed on the inmate’s green wristband, which helps identify the deaf or hard of hearing inmates.

When a deaf or hard of hearing inmate must participate in the B-SCAN X-RAY screening process, it is imperative that custody personnel make every attempt to effectively communicate with the inmate. Manual Policy and Procedures (MMP) section 5-09-005.20, “Communicating in Writing” states, “If immediate communication is important or the communication demands are limited, communication may be accomplished in writing.” Also, MMP section 5-09/005.10, “Communicating with Assistive Listening Devices” states, “Depending on the degree of impairment, effective communication may be facilitated by facing the individual and speaking loudly. If appropriate

~~assistive listening devices are readily available, they should be provided. If they are not readily available or cannot be readily obtained, then a request for accommodation should be directed to the Department's American Disabilities Act (ADA) Coordinator/Unit."~~

~~If the above mentioned methods are unsuccessful, deputy personnel shall contact the watch sergeant and request the assistance of a sign language interpreter. If unable to locate a certified a sign language interpreter inside the custody facility, the watch sergeant shall contact the Sheriff's Headquarters Bureau at 323-523-5541 and make a request for a sign language interpreter.~~

~~Personnel should consult with a sergeant if any questions or concerns arise regarding the B-SCAN/X-ray screening process.~~

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~~Revision Date 08-24-18~~

~~02/11/16 SOUF~~

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~~• • • 5-01-140 Use and maintenance of the MobileTrace Ion Spectrometry System~~

## ~~5-01-140 Use and maintenance of the MobileTrace Ion Spectrometry System~~

~~Effective Date: 01-07-17~~

~~Revision Date: 01-10-19~~

~~Review Date: 01-10-21~~

~~Reference: CDM 5-08/030.00, CDM 5-10/010.00~~

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### ~~PURPOSE OF ORDER:~~

~~The purpose of this order is to establish procedures for the use and maintenance of the MobileTrace Ion Spectrometry System.~~

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### ~~SCOPE OF ORDER:~~

~~This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility and the Elmer T. Jaffe Visiting Center (PDC Main Visiting).~~

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**ORDER:**

**The purpose of the MobileTrace Ion Spectrometry System is to assist in curtailing the supply of contraband, specifically narcotics, from entering the Los Angeles County Jail System. The MobileTrace device provides a minimally intrusive screening system designed to simultaneously test for a wide range of narcotics. The device is portable and capable of detecting microscopic particles of narcotics, utilizing Teflon-coated traps for vapor sampling.**

**NOTE: A positive hit from the device does not indicate presence of the substance, but merely that the object or person being screened has come in to contact with the substance.**

**The MobileTrace device provides an easy to use, efficient, and safe platform for screening of inmates, visitors, property, vehicles, mail, and packages for the presence of illegal substances. MobileTrace screenings may be conducted on all inmates, to include court returnees and inmate workers. Screenings may also be conducted on all visitors, including those in inmate visiting areas, attorneys, chaplains, and volunteers.**

**MOBILETRACE OPERATORS**

**MobileTrace operators shall be trained by certified personnel on the operation and care of the MobileTrace device, and how to properly collect samples from the individuals or items being screened.**

**It shall be the responsibility of the operator to ensure the device is properly calibrated prior to use.**

**In order to avoid buildup of dust and other contaminants in the narcotic sensor, the device shall remain powered on at all times. If the device is to be transported or used in the field, it should be allowed to run under battery power or by utilizing the vehicle adapter. Only trained personnel shall operate the MobileTrace device.**

**The MobileTrace device shall be kept in the PDC South inmate processing area (IPA), located in Barrack 40, in the X-ray sergeant's office.**

**TRAPS**

**The MobileTrace device utilizes three different Teflon cards called "traps." Operators shall wear cotton gloves or powder-free latex gloves while handling traps. The traps have a tapered end, which is the sampling end, and a broader "T" shape end, to be used as the handle. The traps to be used are described below:**

- **Sample traps: Identified by a circular hole in the handle.**
- **Calibration traps: Identified by a "C" shaped hole in the handle.**
- **Verification traps: Identified by a "V" shaped hole in the handle.**

**All traps shall be stored and used in accordance with the manufacturer's recommendations.**

## INMATE SCREENING PROCEDURES

Screening of inmates at PDC South Facility shall be conducted in the screening area of the IPA located in Barrack 40. Personnel trained in the use of the MobileTrace device shall randomly select inmates who are new to the facility or currently residing in the facility.

Inmates who are to be screened shall be escorted into the IPA screening area. The amount of inmates in Barrack 40 for screening shall be determined by the sergeant or supervisor. The inmates will stand quietly and face the wall with their hands interlaced behind their back.

In the presence of a supervisor, a trained operator will handle the traps and collect a sample, while the X-ray team and IPA personnel provide security. After collecting a sample, the trained operator shall test the sample in the MobileTrace device located in the X-ray sergeant's office.

If the sample tests positive for narcotics, deputy personnel shall isolate the inmate and conduct a criminal investigation.

NOTE: The MobileTrace device is a tool used to gain reasonable suspicion and it is incumbent upon deputy personnel to conduct a proper criminal investigation.

## VISITOR SCREENING PROCEDURES

Visitors and their property shall be searched for contraband prior to entering public visiting areas. Vehicles entering or parked in a custody facility parking lot may be searched for contraband. Adequate signs shall be installed to give visitors notice that their person and their vehicles are subject to search at any time while within the boundary of a custody facility (CDM 5-10/010.00).

Deputy personnel may randomly screen visitors entering the facility using the MobileTrace device. A MobileTrace device shall be kept in the PDC Main Visiting sergeant's office. When screening visitors, deputy personnel shall coordinate with a supervisor. Only trained personnel shall operate the MobileTrace device.

In the presence of a supervisor, a trained operator will handle the traps and collect a sample. After collecting a sample the trained operator shall test the sample in the MobileTrace device located in the PDC Main Visiting sergeant's office.

If the sample tests positive for narcotics, deputy personnel shall conduct a more thorough search of the visitor and the visitor's vehicle.

## MOBILETRACE DEVICE MAINTENANCE

Each MobileTrace device's storage location shall contain a MobileTrace maintenance log book and manual. IPA or X-ray security personnel who have been trained to use the device shall conduct the following maintenance:

Daily:

- Clean the touch screen
- Check trap and glove supplies
- Calibrate and verify

Shift maintenance must be performed a minimum of once per day. The operator shall date and initial the log when the action is performed and then copy and save all printouts.

Weekly:

- Inspect and clean the elastomeric membrane
- Clean the disorder or vapor plate
- Replace the dryer material
- Clean/replace the fan air filter
- Check the dopant levels; calibrate and verify

The operator shall ensure shift maintenance has been performed before weekly maintenance. The fifth week column on the log will be used for a 5-week month. The operator shall date and initial the log when the action is performed and then copy and save all printouts.

Monthly:

- Replace the elastomeric membrane
- Perform 4-hour burn-in
- Calibrate and verify

The operator shall ensure weekly maintenance has been performed before monthly maintenance. The operator shall date and initial the log when the action is performed and then copy and save all printouts.

Bi-annual Maintenance Schedule:

- Replace the sample filter every six (6) months

The operator shall date and initial the log when the action is performed and then copy and save all printouts.

The operator shall refer to the MobileTrace user manual to ensure adequate maintenance is performed.

SUPPLY ORDERS

All specialized or proprietary supplies shall be acquired from the County authorized vendor listed below:

US Testing Equipment, Ltd.

7201 NE 18th St, Suite A

Vancouver, WA 98661

www.ustesting.com

Office phone: 360-735-7685

EQUIPMENT REPAIR

Requests for service shall be made to Morpho Detection, LLC, at (877) 877-1008.

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Revision Date 01/10/19

01/07/17 SOUF

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••• 5-01-150 Handling of Recalcitrant Inmates

5-01-150 Handling of Recalcitrant Inmates

Effective Date: 09-02-98

Revision Date: 03-24-21

Review Date: 03-24-23

Reference: MPP 3-10/100.00; CDM 3-04/000.00, 7-02/020.00, 7-04/000.00, 7-06/000.00

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PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the handling of insubordinate, recalcitrant and/or aggressive inmates at Pitchess Detention Center (PDC) South Facility.

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SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility.

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ORDER:

A recalcitrant inmate is defined as any inmate who refuses to follow instructions, fails to submit to

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discipline and/or control, and/or displays hostile or aggressive behavior.

The primary concern when dealing with a recalcitrant inmate is the safety of the staff and inmates. Inmates who display such behavior pose the greatest danger to staff and other inmates. Personnel encountering such inmates shall be guided by the following:

- When it becomes necessary to move a recalcitrant inmate to prevent the escalation of a situation, or the need to separate the inmate from any setting (i.e., holding area, cell, day room, yard, etc.), personnel shall request a supervisor to respond and monitor the contact prior to movement.

NOTE: In the instance of an immediate threat of physical harm and/or the need for immediate intervention, custody personnel shall not be restricted from taking appropriate action, including the use of force, in any situation where an unsecured inmate threatens their safety. Should the need arise to use force, all personnel shall immediately contact a supervisor at the conclusion of the incident and follow procedures delineated in the Manual of Policy and Procedures (MPP), Section 3-10/100.00 and Custody Division Manual (CDM) 7-06/000.00, "Use of Force Reporting Procedures."

- Supervisors who are notified of such incidents described herein shall immediately respond to the location of the incident and make appropriate notifications as needed (e.g., Watch Commander, emergency response team [ERT], etc.).
- At no time, unless life threatening conditions are present, shall personnel make an attempt to remove an uncooperative, aggressive, hostile or armed inmate from a secure holding area/cell without the direction of a supervisor. Personnel are reminded that time is on their side in these situations. A planned tactical approach to the situation will greatly reduce the possibility of physical confrontation or injuries. All Department members shall strictly adhere to the Manual of Policy and Procedures, Section 5-05/090.00, Escorting Procedures for Combative or Uncooperative Inmates.
- Once the inmate has been confronted and/or handcuffed, the inmate shall be kept in normal traffic areas and not be taken to secluded areas. The inmate shall be secured in an appropriate holding area/cell until a supervisor arrives.
- Recalcitrant inmates shall be properly handcuffed and searched prior to movement.
- Inmates who are uncooperative and combative, or have a history of making false allegations, shall be escorted by two Department members, one member being a supervisor. The movement shall be videotaped.

Personnel involved in an incident/altercation with a recalcitrant inmate shall not be part of the escorting team. Refer to CDM 7-04/000.00, "Escorting Procedures for Combative or Uncooperative Inmates."

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Revision Date 03/24/21

00/00/00 SOUF

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~~••• 5-01-160 IDR/ODR Rules and Procedures~~

**5-01-160 IDR/ODR Rules and Procedures**

**Effective Date: 05-24-95**

**Revision Date: 06-29-18**

**Review Date: 06-29-20**

**Reference: Title 15 Section 1230, CDM 3-06/090.00, 5-01/020.0, 5-05/110.00 and**

**5-11/040.00**

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**PURPOSE OF ORDER:**

**The purpose of this order is to establish guidelines for the supervision of inmates who work in the kitchen and dining areas at the Pitchess Detention Center (PDC) South Facility inmate dining room (IDR) and PDC ranch officer's dining room (ODR) in order to maintain safety and security, prevent inmate escapes and remain in compliance with California health regulations.**

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**SCOPE OF ORDER:**

**This order applies to all personnel assigned to, and working at the South Facility IDR or the PDC ranch ODR.**

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**ORDER:**

**In order to maintain a safe working environment for both civilians and inmates, the following rules and guidelines shall be followed by personnel assigned to, or assisting in, the operation of either the South Facility IDR or PDC ranch ODR:**

- A list of all inmates assigned to work in the IDR and ODR shall be filled out and maintained by the personnel assigned to work in each respective location for each shift. This list shall be readily available at all times, and show the current assigned work area of each inmate, with their name, booking number and housing assignment. The list shall be current and accurate and reflect all inmate movement in all work areas. If an inmate leaves his assigned work area for any reason (e.g., pill call, facility delivery, etc.), security personnel shall update the inmate's whereabouts, including the time the inmate left and returned.**
- CCTV camera footage shall be frequently monitored in real time to ensure inmates are working in their assigned work areas and not roaming or delaying operations.**



- Once per hour, all inmates shall be lined up and visibly accounted for.
- IDR/ODR personnel shall ensure that all inmates assigned to the IDR/ODR are in compliance with the following rules:
  - Inmates shall be inspected at the beginning of each shift to ascertain their cleanliness. Inmates shall keep themselves clean at all times while working. Special attention should be paid to locating any cuts, sores or rashes. Inmates' fingernails shall be inspected to ensure they are kept short and clean, without exception. If an inmate arrives to work with questionable hygiene, he shall be returned to his housing area to correct the issue or be denied a working assignment for that day. Any inmate found to have cuts, sores or rashes will be required to be medically cleared to continue working in the IDR/ODR.
  - Inmates shall wash their hands with soap and water before working, after using the toilet and as needed.
  - Inmates shall wear a hairnet while on duty.
  - Inmates shall wear gloves at all times while serving food or distributing spoons.
  - There will be no running in any portion of the IDR/ODR kitchen or dining room. Inmates shall walk at all times.
  - Inmate jackets shall not be worn in the IDR/ODR. ODR workers assigned to the dock, warehouse, and freezers may wear their jackets as needed.
  - All inmates shall wear County-issued shoes or boots while on duty.
  - All food handling inmates will be medically inspected each month.
  - Inmates are not allowed to possess food or drink unless given permission by the civilian cook or IDR/ODR personnel.
  - Unauthorized inmates shall not enter the IDR/ODR security offices. Inmates shall never be in the IDR/ODR security offices unsupervised.
  - Inmates shall stay in their assigned work areas at all times.
  - Inmates shall not leave the kitchen without permission from the Kitchen Officer.
  - Inmates are not allowed in the staff bathroom.
  - Inmates shall not communicate with, pass items to or receive items from any other inmate or visitor.

In an effort to minimize the security risks in the kitchen, and to track the distribution of utensils (including knives), the following rules and procedures shall be followed:

- All knives shall be attached to a steel cable and locked to a cutting table. The immediate area around the assigned cutting table shall be specified as a "Knife Area." Knife areas shall be out of bounds to all inmates who do not have specific permission to be there.
- Inmates who need to use a knife, shall ask permission from a civilian cook or IDR/ODR personnel. Once permission is granted, any item to be cut shall be brought to the knife area by the inmate requesting permission. Once finished, the inmate shall clean and sanitize the knife.

- ~~An inventory of all utensils and knives shall be conducted at the beginning and end of every shift. All utensils shall be kept in a locked storage cabinet in the IDR/ODR security offices. IDR/ODR personnel shall maintain a list of all utensils checked out to an inmate, including a description of the utensil, the time checked out, to whom it is assigned, and the time it was checked out and returned.~~
- ~~Any inmate who possesses a utensil not assigned to him, shall be subject to discipline.~~
- ~~All trucks leaving secured areas of the IDR/ODR shall be visually inspected to ensure no inmates are hiding or left inside.~~

~~The Los Angeles County Department of Environmental Health Services is responsible for periodic inspections of the facilities food operations. Any questions regarding issues concerning the preparation and serving of food can be answered by consulting the LA County Department of Environmental Health Services - Housing and Institution Unit at 626-430-5590.~~

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06/29/18 SOUF

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~~• • • 5-01-170 Laundry Inmate Work Group and Line Procedures~~

## 5-01-170 Laundry Inmate Work Group and Line Procedures

Effective Date: 11-20-09

Revision Date: 08-16-16

Review Date: 08-16-18

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### PURPOSE OF ORDER:

This order establishes policy and guidelines for security and line procedures at PDC South Laundry Facility.

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### SCOPE OF ORDER:

This order applies to all personnel assigned to all personnel assigned to work at the PDC South Laundry Facility.

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### ORDER:

The overall operation and staffing of the Laundry Facility is under the command and control of PDC South Facility. All other South Facility Unit Orders and Policies apply to personnel assigned to the Laundry Facility.

#### Work Group #1 – AM Shift

AM Shift is comprised of inmates from Work Group #1. Inmates from Work Group #1 are housed in “King” Compound, Barracks #46 and #47.

Personnel from “King” Compound are responsible for ensuring Work Group #1 is in the “Dog Run” at the In/Out Shack prior to 0600 hrs. They shall also ensure the inmates have eaten their breakfast meal and are properly dressed prior to placing them in the “Dog Run.” Inmates will not be permitted to bring food items to the Laundry Facility. Personnel from “King” Compound shall verify and identify, by wristband, each inmate that is placed into the “Dog Run.” Personnel from “King” Compound will also be responsible for delivering a Work Group #1 purge to the In/Out Shack Deputy, which accurately reflects the inmates placed into the “Dog Run.”

At 0600 hrs, security personnel from the Laundry will obtain an accurate Work Group #1 purge from the In/Out Deputy and begin loading the inmates onto buses for transportation to the Laundry Facility. The Laundry Supervising Line Deputy or Laundry Sergeant shall be present during this process. Laundry security personnel shall ensure the Video Taping, Checkout and Transportation procedures are followed.

#### Work Group 2 – PM Shift

PM Shift is comprised of inmates from Work Group #2. Inmates from Work Group #2 are housed in “Eddie” Compound, Barracks #38 and #39.

Personnel from “Eddie” Compound are responsible for ensuring Work Group #2 is in the “Dog Run,” at the In/Out Shack, prior to 1400 hrs. They shall also ensure the inmates are properly dressed and do not possess any food items prior to placing them in the “Dog Run.” Personnel from “Eddie” Compound shall verify and identify, by wristband, each inmate that is placed into the “Dog Run.” Personnel from “Eddie” Compound will also be responsible for delivering a Work Group #2 purge to the In/Out Shack Deputy, which accurately reflects the inmates placed into the “Dog Run.” One Deputy or Custody Assistant from Laundry Security Staff will respond to “Eddie” Compound and assist with this process.

At 1400 hrs, security personnel from the Laundry will obtain an accurate Work Group #2 purge from the In/Out Deputy and begin loading the inmates onto buses for transportation to the Laundry Facility. The Laundry Supervising Line Deputy or Laundry Sergeant shall be present during this process. Laundry security personnel shall ensure the following Video Taping, Checkout and Transportation procedures are followed.

Personnel assigned to the PM shift will process Work Group #2 in the Inmate Processing Area upon returning the inmates to South Facility.

#### Video Taping

All inmate work crews leaving South Facility to work at other locations will be videotaped daily as they are leaving. These inmates shall only leave or re-enter the facility through the In/Out shack area, Gates 8 and 8A. The inmate leaving the facility shall state his last name, first name and all numbers of his booking number. The In/Out Processing Deputy shall maintain a copy of the inmate inventory list for accountability. The security staff member receiving the inmate shall verify the name and complete booking number from the inmates wristband with the inmate inventory list before leaving to the assigned work area.

The assisting security personnel will video-tape each inmate as they exit the gate, assisted by the In/Out Processing Deputy, who will again verify the inmate's identity.

NOTE: The security personnel operating the video camera shall state their name, rank, date, time and the work group leaving the facility before tapping the inmate workers.

The In/Out Processing Deputy will be responsible for keeping and maintaining the videotapes. Videotapes may be rewound and reused as necessary. The video camera shall be maintained in the in and out processing building. The In/Out Processing Deputy shall be responsible for ensuring that the video camera battery is charged daily.

#### Work Group Checkout and Transportation

Laundry Security Personnel shall conduct a body count of the inmates while they are in the Dog Run. They shall ensure the body count matches the work group purge prior to loading the inmates onto the buses. In the event that the body count does not match the purge, personnel shall notify the supervisor of the discrepancy. Inmates should not be loaded onto the busses and transported to the Laundry Facility until the inmate body count is reconciled with the work group purge.

While the inmates are being loaded onto the buses, Laundry Security Personnel will be responsible for monitoring the back of the busses. One Deputy or Custody Assistant shall be posted across the road from the In/Out Shack and ensure that no inmates exit the busses from rear or opposite side of the bus.

All inmates shall be seated in a designated seat while on the bus. No inmates will be allowed to stand or kneel in the center aisle while the busses are moving.

All three busses will be loaded prior to transporting the inmates to the laundry facility. The busses will proceed in tandem from South Facility to the Laundry Facility, with the Laundry Van following the last bus. Personnel are to monitor the vehicles ahead of them for signs of an escape attempt, disturbances or any form of distress. Each vehicle shall be staffed by one driver and a second staff member to monitor the inmates.

Once the inmates have arrived at the Laundry Facility, the perimeter gates shall be closed, and the Gate Shack will be manned. No inmates will be allowed to disembark the busses until the perimeter gates have been secured. Upon disembarking the busses, all inmates will be directed to and remain on the front loading dock until an inmate wristband verification has been completed. Any discrepancies from the inmate wristband verification shall be immediately reported to the a Laundry Supervisor.

Both work groups will be transported back to South Facility by Laundry Personnel. The count of each work group will be verified with the Laundry Main Control prior to transporting the inmates to South Facility. Laundry Personnel will deliver the inmates to South Facility Gate #8, where they will be checked in by the In/Out Shack Deputy. Personnel shall use the transportation procedures previously outlined.

#### Wristband Verification

An inmate wristband verification will be conducted immediately after arriving at the Laundry Facility. The wristband on each inmate shall be inspected and the inmate shall be compared to the work group purge. Any discrepancies between the inmates at the Laundry Facility and the work group purge shall be immediately reported to the Laundry supervisor. Any inmate found with an altered, loose or damaged wristband will have his identity verified and be wrist banded in accordance with existing wrist banding procedures. A Laundry Supervisor shall be present, on the front loading dock, during the entire wristband verification and work station sign up procedure.

#### Hourly Count

There are four main inmate work station areas at the Laundry Facility. These areas are the Front Dock, 10K/Sorting, Mezzanine, and Washer/Dryers. These areas are manned by security personnel. As a means to provide a consistent inmate count procedure for all work areas, the following procedures shall be followed:

- Each work station area is provided an inmate count sheet, listing the inmate workers assigned to that area. Every hour, security personnel are required to conduct a count of their assigned inmate workers. When the count is confirmed, the security person shall immediately telephone the security office and advise the desk operator, or in the absence of a desk operator the Senior Deputy, that the count in their area is clear. In the event that there is no one in the security office to answer the telephone, this notification shall be made via Sheriff's radio. A master count sheet shall be kept in the security office and maintained by the Desk Officer or Senior Deputy. If a count has not been called in within fifteen (15) minutes after the hour, the Desk Officer or Senior Deputy shall contact the security person at that work station and ascertain the count status. The hourly count time should be varied each hour so the inmate workers can not plan an incident based on a routine count time.
- In the event of a discrepancy with the count at any workstation, a Laundry supervisor shall be immediately notified. The Front Gate Security Officer shall be notified, and no vehicles shall be allowed to leave the facility. If the count discrepancy is not quickly resolved, all vehicles will remain at the Laundry Facility, and those vehicles which recently exited the Laundry Facility shall be recalled to the facility and searched.

Deviations from this directive shall only occur with the concurrence of the Laundry Lieutenant or Sergeant.

#### Meal Count

A body count will be conducted at the beginning and conclusion of each inmate meal break. Laundry Personnel will notify the Laundry Supervisor the results of each count.

~~Inmates will not return to their work stations unless the count is accurate.~~

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~~••• 5-01-180 Transportation of Injured Civilian Laundry Employees~~

## ~~5-01-180 Transportation of Injured Civilian Laundry Employees~~

~~Effective Date: 05-17-95~~

~~Revision Date: 03-17-16~~

~~Review Date: 03-17-18~~

~~Reference: Laundry Services Procedure Manual R.B. #1-1; MPP 3-02/040.05~~

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### ~~PURPOSE OF ORDER:~~

~~The purpose of this order is to ensure the proper procedures for transporting civilian laundry employees for minor injuries or illnesses, which occur while on-duty at Pitchess Detention Center (PDC) Laundry Facility.~~

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### ~~SCOPE OF ORDER:~~ \_\_\_\_\_

~~This order applies to all personnel assigned to PDC South Facility, specifically those working at the Laundry Facility located on the PDC property.~~

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### ~~ORDER:~~

~~The Laundry Facility is staffed by civilian personnel from Laundry Services and assigned inmate workers from South Facility. PDC South Facility deputies and custody assistants provide security for the Laundry Facility. In the event a minor injury or illness of a civilian employee occurs at the PDC Laundry Facility, the following procedures will be adhered to:~~

- ~~• The civilian laundry supervisor will notify the South Facility watch commander regarding the injury as soon as the situation permits.~~
- ~~• The watch commander will make the appropriate entries regarding the incident in the "Watch Commander's Log."~~
- ~~• If the employee requires non-emergent treatment at a local medical facility, the laundry manager, assistant manager, or supervisor II shall transport the employee to an urgent care facility. If they are unable to transport the employee, the watch commander shall designate~~

~~personnel to provide transportation.~~

- ~~• In the event of serious injuries and medical emergencies, paramedics shall be summoned by personnel. A supervisor shall ensure treatment is provided by the nearest physician or medical facility. The appropriate facility log entries shall also be made.~~
- ~~• The civilian laundry shift supervisor is responsible for completing all corresponding reports, which shall include the following procedures:~~
  - ~~◦ The laundry supervisor will request and be provided with a Uniform Reporting Number (URN) from the South Facility desk.~~
  - ~~◦ The employee injury report shall be approved by the laundry manager or assistant manager and forwarded to South Facility operations for retention.~~

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### ~~• • • 5-01-190 Exercise & Recreation Area Supervision~~

## ~~5-01-190 Exercise & Recreation Area Supervision~~

~~Effective Date: 12-30-13~~

~~Revision Date: 11-10-16~~

~~Review Date: 11-10-18~~

~~Reference: CDM 5-13/120.00; California Code of Regulations (CCR) Title 15 section 1065 and Title 24 section 470A.2.10~~

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### ~~PURPOSE OF ORDER:~~

~~The purpose of this order is to establish procedures to maximize facility security in the recreation areas.~~

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### ~~SCOPE OF ORDER:~~

~~This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.~~

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### ~~ORDER:~~

~~Supervisors will execute one of four measures during inmate exercise and recreation time. These~~

measures will be consistent with Department policy and the requirements of California Code of Regulations (CCR) Title 15 and Title 24.

- Inspect the perimeter fence prior to allowing the inmates to exit the recreation area.
- Conduct a random search of the inmate population as they exit the designated recreation area. If the perimeter fence has been compromised, all inmates shall be searched and screened for metal objects.
- Identify a two person team to walk the recreation area.
- Identify an "Adam" unit to park near gate 11C and monitor the inmate population during their exercise and recreation time. If an "Adam" unit is not available, identify a deputy to check out a Department vehicle and park near gate 11C.

These measures are not listed in any particular order. Furthermore, to avoid creating a discernible pattern, supervisors will employ the measures using their own discretion.

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## • • Section 2 - Inmate Health Care and Hygiene

### • • • 5-02-010 Pill Call, Sick Call, and Doctor's Line

## 5-02-010 Pill Call, Sick Call, and Doctor's Line

Effective Date: 10-20-94

Revision Date: 04-18-19

Review Date: 04-18-21

Reference: GDM 4-05.000, 5-03.050, and 7-02/020.00; PDC South Unit Order

3-05-100, 6-03-040, and 6-03-050

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### PURPOSE OF ORDER:

The purpose of this order is to establish procedures for securing and operating an efficient pill call, sick call, and doctor's line at Pitchess Detention Center (PDC) South Facility.

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### SCOPE OF ORDER:



This order applies to all personnel assigned to, and working at PDC South Facility.

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**ORDER:**

**PILL CALL TIMES**

Pill call for inmates going to court and assigned to a work detail will begin at approximately 0330 hours. This will allow for prescribed medication to be dispensed prior to the inmates leaving the facility.

Once morning count clears, at approximately 0730 hours, day shift pill call will begin. Inmates in the upper compounds (Adam, Boy, and Eddie) will receive their medication from medical staff in the PDC South Facility clinic. Inmates in the lower compounds (Henry, King, and Mary) will receive their medication from medical staff in the clinic annex trailer located in Eddie compound. Security for the clinic annex trailer in Eddie compound shall be provided by the deputy assigned as Eddie compound rover.

Pill call scheduled at 1200, 1500 (after count clears), and 1900 hours will be conducted at, or as close as possible to, the scheduled time.

In the afternoon, pill call for all PDC South Facility compounds will be conducted at the PDC South Facility clinic pill call window. The clinic movement deputy/officer will supervise and coordinate pill call with medical staff. This includes the monitoring of inmates brought into the administrative building hallway pursuant to PDC South Facility unit order 3-05-100, "Main Control and Admin Hallway Security."

Deputy personnel shall provide security for medical personnel by standing in close proximity to nursing staff for the duration of pill call. It is the responsibility of medical services personnel to ensure each inmate has placed the provided medication in their mouth. However, custody personnel shall assist medical personnel by making a reasonable effort to ensure the inmate ingests the medication. In the event the inmate becomes insubordinate and refuses to allow the medical or custody personnel to confirm the consumption of medication, custody personnel shall follow the notification procedures as outlined in the Custody Division Manual (CDM) section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."

For a detailed list of responsibilities for the clinic security personnel see PDC South Facility unit orders 6-03-040, "Clinic Deputy", 6-03-050, "Clinic Movement Deputy/Officer", and CDM 5-03/050.00 "Access to Health Care."

**SELF MEDICATIONS**

Inmates taking self-medications will remain in general population and should not be housed in any pill call assigned barracks. Inmates on self-medication will have their prescriptions renewed and checked by medical staff for compliance following AM shift's initial count. The medical staff will advise the clinic deputy which inmates need to be seen.

## SICK CALL NURSE CLINIC

All inmates shall have access to immediate medical attention for emergent, life threatening situations and/or potentially infectious conditions (e.g., Methicillin-resistant Staphylococcus Aureus [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 procedures shall be followed when allowing inmates to sign up for and be seen at sick call:

- Sunday through Thursday - the PM shift watch deputy shall distribute a sick call sign-up sheet for each barrack with the PM wristband count purges at 2200 hours. Compound personnel will announce sick call sign-up at the conclusion of the nightly 2200 hour wristband count and leave the sign-up sheet in the barrack.
- PM shift personnel shall collect all of the sign-up sheets and deliver them to the South Facility front desk/main control (South David) for the EM shift watch deputy to collect and process.
- The EM shift watch deputy shall make one copy of every sign up sheet and ensure the original and copies are available for the day shift clinic movement deputy/officer.
- The day shift clinic movement deputy/officer shall pick up the original sign-up sheets and the copies. The originals will be given to the PDC South Facility medical staff and the copies will be kept by the clinic movement deputy/officer.
- When the medical staff advises they are ready for sick call, the clinic movement deputy/officer shall request for each compound officer to escort the inmates in their respective compound that signed up, to the clinic. The clinic deputy will note on their copy of the sign-up sheet whether the inmate was seen, and if not, document why.
- Once all barracks have been escorted to sick call, the clinic deputy shall return their copies of the sick call sheets, with their notations, to the watch deputy to be kept on file in the watch deputy file cabinet.

## DOCTOR'S LINE

Doctor's line will occur Monday through Friday. Inmates may request to see a doctor while at sick call. If medical staff determines that the inmate requires a doctor's attention, the inmate will be informed of their appointment and instructed to return to their barrack. A doctor's line list will be given to the clinic movement deputy/officer, who shall then inform all compound officers to have inmates with appointments, report to the clinic. The doctor's line will be supervised by the clinic deputy to ensure all inmates report as scheduled.

## DENTAL LINE

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

## PSYCHIATRIC CARE

All inmates who require psychiatric care will be processed per CDM Section 4-05/000.00.

**“Behavioral Observation and Mental Health Referral Reports.”**

**Any immediate and/or concerning, psychiatric issues shall be addressed by documenting the concerning behavior on a Behavioral Observation and Mental Health Referral (BOMHR) form, 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 BOHMR and evaluation.**

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**Revision Date 04/18/19**

**Revision Date 09/19/18**

**Revision Date 05/17/18**

**10/20/94 SOUF**

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~~••• 5-02-020 Access to Health Care Urgent Health Care Lists~~

**5-02-020 Access to Health Care Urgent Health Care Lists**

**Effective Date: 04-12-17**

**Revision Date: 04-18-17**

**Review Date: 04-18-19**

**Reference: CDM 5-03/010.00, 5-03/050.00**

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**PURPOSE OF ORDER:**

**The purpose of this order is to establish guidelines governing the documentation of urgent health care lists for all inmates housed at Pitchess Detention Center (PDC) South Facility.**

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**SCOPE OF ORDER:**

**This order applies to all personnel assigned to, and working at PDC South Facility, specifically those assigned to the PDC South Clinic, the Access to Care (ATC) lieutenant and the shift watch commanders.**

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**ORDER:**

**Health care passes refer to any order to deliver an inmate for health care services. It is the responsibility of custody personnel, medical personnel, and mental health personnel to work together to ensure all inmates receive appropriate health care services within a reasonable time period. Access to health care shall not be denied or discouraged by any Department or non-Department member.**

**URGENT HEALTH CARE PASSES**

**It shall be the responsibility of the ATC lieutenant (or the on-duty watch commander if the ATC lieutenant is not available), at the beginning of each shift, to contact the nursing supervisor (or designee) to identify inmates with pending urgent health care passes. The clinic officer shall obtain the number of inmates that medical staff have identified as being on an urgent pass list. The number of inmates shall be forwarded to the shift watch commander for inclusion into the daily watch commander's log.**

**The watch commander's log entry shall be made even when there are no urgent health care passes reported, along with the name and employee number of the notifying health care person.**

**At the end of each shift, the clinic officer will obtain from medical staff, the number of inmates who were seen and treated.**

**If any inmate(s) did not receive treatment, the inmate's name, booking number and reason for non-treatment (e.g., court, work crew, etc.) shall be forwarded to the watch commander for documentation in the watch commander's log. The assigned watch commander on the following shift shall be responsible for ensuring inmates on the health care pass list are seen as soon as possible. Inmates seen or additional attempts to facilitate urgent health care passes shall be noted in the watch commander's log.**

**The ATC lieutenant shall be advised should there be continuing delays, issues or concerns affecting the timely care of inmates who do not receive urgent medical care in a timely manner.**

**Facility line personnel assigned to areas with inmates in possession of urgent health care passes shall ensure the identified inmate is notified of the pass. Urgent health care passes shall be considered a high priority. Custody personnel shall ensure the inmate is brought to the designated location immediately, or as soon as duties permit.**

**Should the identified inmate refuse an urgent health care pass, refusal protocols, as outlined in Custody Division Manual (CDM) section 5-03/050.00, "Refusals" shall be adhered to.**

**URGENT HEALTH CARE PASSES DURING FACILITY LOCKDOWN**

**When possible, and if the situation permits, the watch commander (or in his absence the watch sergeant) shall notify the PDC South Clinic nursing supervisor prior to any planned facility lockdown. The watch commander (or ATC lieutenant) shall adhere to the same procedures whenever possible as outlined above for all urgent health care passes during a facility lockdown.**

~~••• 5-02-030 Response to Inmate Medical Emergencies~~

## **5-02-030 Response to Inmate Medical Emergencies**

**Effective Date: 01-29-98**

**Revision Date: 02-10-10**

**Review Date: 09-21-13**

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### **PURPOSE OF ORDER:**

**This order establishes the policy and guidelines for custody personnel and medical personnel during an inmate medical emergency "man down" at PDC South Facility.**

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### **SCOPE OF ORDER:**

**This order applies to all personnel assigned to or working in any capacity at PDC South Facility.**

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### **ORDER:**

**In the event of a medical emergency involving an inmate, the following shall apply:**

**1. Custody personnel shall notify both Main Control and the clinic deputy via a department issued hand held radio or any other available means necessary, of the nature of the emergency, location of the inmate, and to request for medical personnel to respond to the location.**

**2. The watch deputy shall verify both the clinic deputy and medical personnel are notified.**

**3. The clinic deputy shall escort the medical personnel to the location and provide assistance as requested and/or needed per medical personnel**

**4. Medical personnel shall provide directions and supervision when custody personnel render assistance in transporting an inmate on a gurney.**

**5. The watch deputy shall be responsible for requesting the fire department paramedics when necessary.**

6. If the inmate is emitting blood or other bodily fluids, personal protective equipment (PPE) shall be obtained from the medical personnel PRIOR to handling the inmate.

Refer to Custody Services Division Manuel (CDM) section

5-03/060.00, \*Response to Inmate Medical Emergencies” for further information.

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••• 5-02-035 Automatic External Defibrillators

## 5-02-035 Laundry Exchange Procedures

Effective Date: 11-02-22

Reviewed Date: 02-01-24

Reference: CDM 3-14/090.05

### PURPOSE OF ORDER:

The purpose of this order is to establish the procedures for custody personnel conducting and documenting once daily readiness checks and periodic physical inspections of the Automated External Defibrillators (AED) at Pitchess Detention Center (PDC) South Facility. PDC South Facility is responsible for nine (9) ZOLL AED Plus® units and accessories issued by Correctional Health Services (CHS).

### SCOPE OF ORDER:

This order applies to all personnel assigned to or working at PDC South Facility.

### ORDER:

Personnel assigned to AM shift in each area where an AED is located shall conduct a daily readiness check of the unit by physically inspecting the unit to ensure the green check symbol appears in the status indicator window. The daily inspection of each unit shall be reported to the AM shift watch deputy or desk officer, unless otherwise noted. The watch deputy shall ensure the appropriate daily inspections were conducted and make the appropriate entry into the electronic Uniform Daily Activity Log (eUDAL).

### ROVING PATROL (ADAM) UNITS

Personnel assigned to an Adam unit shall each have one (1) AED and one (1) additional set of pediatric pads stored in a hard side case to prevent damage. The daily inspection shall be conducted by the deputy assigned to each Adam unit.

AEDs shall not be left in unassigned vehicles. If an Adam unit is not staffed, the assigned AED shall be stored in the in/out shack.

### EDDIE COMPOUND

One (1) AED and one (1) set of additional pediatric pads are mounted in the Eddie compound staff station. The daily inspection shall be conducted by the Eddie rover deputy.

### ELMER T. JAFFE VISITOR'S CENTER (MAIN VISITING)

One (1) AED and one (1) set of additional pediatric pads are mounted on the wall in the metal detector room. The daily inspection shall be conducted by visiting personnel on Saturday, Sunday and visiting holidays. The daily inspection shall be conducted by the field crew main visiting deputy during the week, when staffed.

### RANCH KITCHEN

One (1) AED is mounted on the wall in the PDC ranch kitchen security office. The daily inspection shall be conducted by the ranch kitchen deputy.

### LAUNDRY

One (1) AED is located at the entry to the PDC laundry security office and (1) AED is located at the mezzanine staff station. The daily inspection shall be conducted by laundry security personnel, except on days when the laundry facility is closed.

### NURSERY

One (1) AED is in the PDC ranch nursery office. The daily inspection shall be conducted by PDC ranch field personnel, except on weekends and visiting holidays.

PDC South facility training staff shall conduct periodic inspections of AEDs and accessories every six (6) months. The inspection shall be reported to the watch deputy to be entered into the Uniform Daily Activity Log (UDAL) book.

Damaged or inoperable AEDs shall be reported to the watch commander. When an AED requires maintenance, battery replacement or exchange, contact PDC South Facility training personnel who shall coordinate with PDC South Facility operations personnel to request AED servicing from CHS. Line personnel shall not contact CHS executives directly. Only AEDs approved by the Department and procured by CHS shall be utilized.

Refer to Custody Division Manual (CDM) section 3-14/090.05, "Mandatory Inspection of Automated External Defibrillators (AED)" for further information.

The ZOLL AED Plus® Automated External Defibrillator Operator's Guide can be accessed from the following share file link: [REDACTED TEXT]

Revised 02/01/24

12/02/22 SOUF

~~••• 5-02-040 Transportation and Security Procedures For Inmate Medical Treatment~~

~~**5-02-040 Transportation and Security Procedures For Inmate Medical Treatment**~~

~~Effective Date: 02-03-98~~

~~Revision Date: 03-04-19~~

~~Review Date: 03-04-21~~

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~~**PURPOSE OF ORDER:**~~

~~The purpose of this order is to establish procedures for the documentation of requests by medical staff, and notifications made to supervisors, for the transportation and security of inmates for medical treatment in county or private hospitals.~~

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~~**SCOPE OF ORDER:**~~

~~This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.~~

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~~**ORDER:**~~

~~**INITIAL DUTIES AND REQUIRED NOTIFICATIONS**~~

~~A nurse who requests for an inmate to be transferred from PDC South Facility to another location, for medical reasons, shall do so by completing a "Medical Report" form (PHR-200). The nurse shall sign the form and present it to the clinic deputy who shall forward it to the watch deputy or desk officer. The deputy shall sign the form, provide a copy to the requesting nurse, and arrange for the transfer of the inmate per the request. The deputy who accepts the form from the nurse is responsible for the transfer of the inmate.~~

~~[REDACTED TEXT]~~

~~The watch commander shall be notified prior to an inmate being transferred from the facility to a hospital. The following information shall be documented in the PDC South Facility Desk Log:~~

~~[REDACTED TEXT]~~

~~The watch commander shall be provided with a copy of the inmate's [REDACTED TEXT]~~



## WATCH COMMANDER'S RESPONSIBILITIES

It is the watch commander's responsibility to review the inmate's information packet and decide if [REDACTED TEXT] The watch commander, or their designee, shall notify the law enforcement agency having jurisdiction over the hospital facility where the inmate will be treated. The agency shall be notified a jail inmate will be there 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. [REDACTED TEXT]

At least once per shift, duties permitting, the watch commander will designate a sergeant to respond to the hospital and check on the status and security of the inmate and deputies. This response shall be documented in the watch commander's log.

## HOSPITAL SECURITY DEPUTY DUTIES

If the designated deputies are the initial deputies responsible for transporting/responding to the hospital, those deputies shall first respond to the watch commander and receive an information packet to include: [REDACTED TEXT]

This information packet shall be taken to the medical facility and remain in the direct possession of all deputy personnel providing security for the inmate. All deputy personnel assigned as the hospital security deputy shall be fully equipped with the following equipment prior to leaving the facility: [REDACTED TEXT]

It is recommended that the deputies transporting the inmate to the hospital advise their facility control and Sheriff's Communication Center (SCC) via radio of their departure, starting mileage and to which hospital they are going.

Any transportation of inmates by deputy personnel shall be accomplished with two (2) fully armed deputy personnel. Transportation shall be by means of a marked, black and white, Department vehicle equipped with a security cage. Transporting personnel shall not under any circumstances stop for personal errands while transporting an inmate.

Upon arrival at the hospital, the deputies shall contact the watch commander or their designee and report the following: [REDACTED TEXT]

All deputies assigned to make relief for hospital security shall report to their facility and confirm the hospital and room number of the inmate. All relief shall only be made in person. The relief deputies shall verify the required documents are present. The inmate's restraints and surroundings should also be searched. The deputies 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.

Deputy personnel shall maintain direct supervision of the inmate in their custody at all times and shall not be distracted by televisions or reading material. While at the hospital, deputies providing security shall ensure 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, exercise, or to use the restroom, the deputy must evaluate the inmate's medical condition and consider the appropriate restraint method to secure the inmate.

Only the following methods of restraint shall be used:

- Handcuffing in front or back
- Waist chain with one or both hands cuffed
- Leg chains

In circumstances where one of the inmate's appendages is injured the deputy should consider moving the inmate in a wheel chair or gurney while the inmate is handcuffed or shackled to the device.

Deputy personnel shall not allow the inmate to make or receive phone calls or visits from friends or family at the hospital. If friends or family attempt to visit the inmate, the deputy shall advise them the inmate may not receive visits. If the visitors refuse to leave, the deputy shall notify hospital security immediately and ensure the visitors are escorted or removed from the hospital. It is recommended the deputy request the inmate be relocated to prevent family and friends from returning and advise hospital security and 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. Their supervisor shall inform the attorney or clergy the visit shall be allowed only with the understanding that the deputies will remain in close proximity and confidentiality may not be possible. Deputy personnel providing security for inmates with contagious illnesses shall follow directions given by medical staff in order to limit exposure.

## **EMERGENCY SITUATIONS AND ESCAPES**

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

Inmates that attempt to escape from custody are committing a felony, and deputies shall take immediate action to capture 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 their facility is notified by SCC. The facility watch commander shall contact the nearest Sheriff's station to have a supervisor respond immediately to the hospital and also 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 co-locate a 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.~~

~~Revision Date 03/04/19~~

~~02/03/98 SOUF~~

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~~••• 5-02-050 Inmate Treatment and Transportation by Paramedic-Ambulance Service~~

## 5-02-050 Laundry Exchange Procedures

Effective Date: 03-24-92

Reviewed Date: 01-07-09

Reference: CDM 5-03/090.00

### PURPOSE OF ORDER:

This order establishes policy and procedures for the summoning of Los Angeles County Fire Department paramedics and the transport of inmates by ambulance.

### SCOPE OF ORDER:

This order applies to all personnel assigned to South Facility.

### ORDER:

In the event that an inmate receives an injury or is suffering from an illness which requires emergent medical attention and/or transportation (as determined by medical staff), a request for Emergency Medical Services (EMS) will be made in the following manner:

- Medical staff will advise the Clinic Deputy of the need to contact Emergency Medical Services (EMS).
- The Clinic Deputy will obtain the inmates age and the circumstances requiring the need for EMS (ie; heart attack, suspected stroke, seizure, assault).
- The Clinic Deputy will contact the Watch Deputy, provide the above obtained information, and have the Watch Deputy call EMS.
- The Watch Deputy will call the Los Angeles County Fire Department (LACoFD) Central Dispatch at 661-259-2111, and request EMS to respond. All ambulance requests in an emergent situation will be made by Fire Dispatch. In most cases, the responding ambulance company will be American Medical Response (AMR).

- Upon confirmation that EMS has been notified and is responding, the Clinic Deputy will notify the medical staff and fill out a "PDC-South Ambulance Transportation" log sheet. This form can be located in the PDC - South share files and once completed will be given to the Watch Deputy to be kept on file. The "PDC - South Ambulance Transportation" form will serve to log arrival times of EMS and persons involved in the treatment of the inmate requiring care.

- The Watch Deputy will notify the Watch Sergeant and Watch Commander of the situation.
- Immediately upon notifying the Watch Sergeant/Watch Commander, the Watch Deputy shall prepare two complete "Medical Transportation Packets," consisting of the following documents:

A printout of the injured/ill inmates SI01, MC01, IC01, IC02, IC10 and IC12 AJIS screens.

A printout of the inmates RAPS1 history.

A photograph of the inmate, obtained from LAGRIS.

A "Hospital Security Assessment Form" (located in the South Facility share files).

- Once EMS has arrived, treated, and is ready to transport the injured/ill inmate, the Watch Deputy will provide the transporting deputies a copy of the "Medical Transportation Packet."

Inmates transported off this facility via ambulance, will be accompanied by two armed Deputies. One Deputy will ride guard in the ambulance and the other will follow in a marked Sheriff's vehicle, unless otherwise authorized by the Watch Commander.

The escorting Deputies will update the Watch Commander of their arrival at the hospital and provide an hourly update.

Revision Date 01/07/09

03/24/92 SOUF

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••• 5-02-060 Suicide Prevention Program

## 5-02-060 Suicide Prevention Program

Effective Date: 11-09-17

Reviewed Date: 04-05-19

Reference: CDM 5-07/010.00, 5-07/020.00; 5-11/060.00; CCR Title 15, Section 3031

### PURPOSE OF ORDER:

The purpose of this order is to establish guidelines regarding a plan for a suicide prevention

program at Pitchess Detention Center (PDC) South Facility.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South.

ORDER:

A serious attempt by an inmate to take their life will often occur when custodial personnel are least likely to discover the inmate's attempt before it is too late. Typically, times for such an occurrence would be at night, immediately following the officer's security check, or when custodial personnel are preoccupied with other duties. Recent studies in the Los Angeles County Jail reveal that over 90% of all completed suicides occurred in the late afternoon and early morning hours.

When an inmate attempts suicide during the day or just prior to the time the officer is scheduled to check the area, the inmate could be purposely trying to be seen and prevented from carrying out a successful suicide. Attempts of this type should be taken seriously and not viewed as just an attempt to get attention. The second attempt could be fatal. Any expression of suicidal actions or thoughts, or any talk of suicide, should be brought to the immediate attention of a supervisor and to medical and mental health staff.

BEHAVIORAL OBSERVATION AND MENTAL HEALTH REFERRAL FORM

PDC South personnel who identify an inmate either through observation, information received from another person (e.g., relative, clergy, etc.) or intake screening, who expresses suicidal ideation by word or by action, or exhibits unusual behavior which could result in a suicide or an attempted suicide, shall complete a Behavioral Observation and Mental Health Referral (BOMHR) (SH-J-407) form. Sections 1 through 6, including the "circumstances" narrative section on the reverse side shall be completed.

In cases where custody personnel believe that the actual act of attempting suicide has not occurred, wherein:

- An inmate commits an act resulting in only superficial "hesitation mark" injuries that are visible
- The severity of the injury does not support a life threatening injury
- The inmate has not displayed the desire to commit suicide

The category, "Threat to Commit Suicide and/or Feigned Suicidal Gestures" shall be selected in section 5, "Suicidal Assessment" of the BOMHR form. The use of this category shall only be authorized by the watch commander. (Refer to Custody Division Manual [CDM] section 4-05/000.00 Behavioral Observation and Mental Health Referral).

If this section is selected, an Incident Report (SH-R-49) is not required. A Custody Division reference number shall be issued and the BOMHR form shall be the only report, barring any unusual circumstances. The BOMHR form shall accompany the inmate to Mental Health staff, who will make the final determination as to whether the inmate actually attempted suicide.

If mental health personnel later determine that the overt act is a sincere suicide attempt, then the attempt suicide procedures shall apply and all the required reports shall be completed. Mental health personnel will determine the appropriate housing locations.

All personnel shall strictly adhere to CDM section 4-05/000.00, Behavioral Observation and Mental Health Referral, regarding the initiation of the BOMHR form.

### JAIL MENTAL EVALUATION TEAM

When a South Facility staff member encounters an inmate whom they feel may need the attention of a mental health specialist, the appropriate Jail Mental Evaluation Team (JMET) shall be notified. JMET referrals shall be logged at the PDC South Clinic. Arrangements shall be made by JMET to interview the inmate in question to assess his mental health needs.

The JMET assigned to PDC facilities can generally be reached Monday through Friday during the early PM shift hours by contacting the North County Correctional Facility's (NCCF) main control.

When the identification of a suicidal or potentially suicidal inmate occurs after hours and JMET is not available to evaluate the inmate, it shall be the responsibility of the watch commander to determine the appropriate method of transportation to the Inmate Reception Center (IRC) for appropriate mental health evaluation.

### SUICIDE INTERVENTION

In the event of the discovery of an attempt or completed suicide personnel shall:

- Call for assistance and notify South Facility main control (South David)
- Notify the South Clinic medical personnel and request paramedics if necessary
- Lockdown the immediate area
- Obtain the suicide intervention kit
- In the case of hanging, use the "cut down tool," from the suicide intervention kit to immediately cut down the inmate. The preservation of life should be the primary consideration
- Monitor the inmate's airway, breathing, and circulation
- Render first aid and/or cardiopulmonary resuscitation (CPR) if necessary

Each staff station has been assigned a suicide intervention kit. The suicide intervention kit is contained in a white waterproof container with red stenciling on the sides labeled "SUICIDE INTERVENTION KIT." The suicide intervention kit shall only be removed from the staff station to assist in suicide intervention or during suicide intervention drills. The suicide intervention kit contains the following items:

- Cut down tool - Caution should be exercised whenever the suicide intervention kit is deployed. The cut down tool is a security risk and should be accounted for at all times.
- CPR mask

- Two towels
- Latex gloves

Personnel assigned to the staff station shall inspect the suicide intervention kit at the beginning of their shift to ensure the tamper-resistant tape is intact. This inspection shall be documented in the Uniform Daily Activity Log (UDAL) book. If the tamper-resistant tape is broken or the kit appears to have been opened, notification to a supervisor shall be made. When the suicide intervention kit has been deployed, or has been opened for any reason, the supervisor shall inspect the container to ensure all of the above listed items are present, and apply new tamper-resistant tape.

#### POST SUICIDE ATTEMPT FOLLOW-UP

Subsequent to an attempted suicide, personnel shall:

- Arrange for the inmate to be escorted to the South Facility medical clinic for evaluation
- Arrange for the inmate to be seen by JMET
- If necessary, transport the inmate to the appropriate hospital designated by medical personnel for further treatment
- After treatment and/or evaluation, escort the inmate to the appropriate housing location as directed by JMET
- Give the inmate a blue wristband marked with an "S" (Suicidal)

#### REQUIRED REPORTS

- Incident Report (SH-R-49)
- BOMHR (SH-J-407)
- Inmate Injury Report (SH-J-212)
- Special Handling Request (SH-J-181)

Refer to CDM section 4-07/010.00, Notification and Reporting of Significant Incidents.

#### NOTIFICATIONS OF AN ATTEMPTED SUICIDE

In cases where an inmate has been sent to IRC for a psychological evaluation, and JMET staff determines that an attempted suicide was a sincere attempt, JMET staff shall notify the Twin Towers Correctional Facility (TTCF) watch sergeant of the suicide attempt. The TTCF watch sergeant will call the South Facility watch sergeant and notify him of the change in the inmate's status.

The South Facility watch sergeant shall assign staff to complete a SH-R-49 documenting the inmate's attempted suicide. The South Facility watch sergeant will also provide the TTCF watch sergeant with the uniform reporting number (URN) of that SH-R-49 so TTCF personnel can complete the BOMHR form.

The primary goal of this procedure is the timely and effective handling, treatment, and housing of

inmates who attempt suicide and to ensure that the inmate and the BOMHR form remain together from initial observation to final mental health housing, including the medical assessment, during any transportation, and during the mental health assessment.

### SAFETY CHECKS

Inmates at South Facility who have been identified as potentially suicidal shall be immediately reassigned to the proper custody facility at the direction of Jail Mental Health Services. During transition, inmates who are suicidal or display suicidal tendencies shall be subject to safety checks conducted every 15 minutes, or more frequently as directed by Jail Mental Health Services. Safety checks shall be conducted at least ten minutes apart from each other.

### PERSONAL ITEMS

Inmates classified as "Suicidal" shall not be issued any clothing, bedding, sheets, towels, or t-shirts, or any material which could be used to fashion ligatures. These inmates shall not be issued any personal hygiene or other items that could be used to self-inflict injury (e.g., combs, razors, etc.):

Deputies shall make every effort to ensure that all items that may be used as instruments for accomplishing suicides are removed from the concerned inmate's environment.

### SUICIDE PREVENTION AND INTERVENTION DRILLS

Custody Training Standards Bureau (CTSB) shall conduct random drills of each custody facility in regard to the handling of suicidal inmates and suicide prevention.

The scenarios shall also involve practical applications of first aid and CPR procedures. These drills shall be conducted quarterly and the records shall be maintained at each custody facility's training unit.

CTSB shall also be responsible for the development and routine distribution of instructional bulletins detailing suicide and attempted suicide prevention and handling.

Revision Date 04/05/19

11/09/17 SOUF

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••• 5-02-070 Identification and Evaluation of Developmentally Disabled Inmates

## 5-02-070 Identification and Evaluation of Developmentally Disabled Inmates

Effective Date: 11-09-17

Reviewed Date: 04-05-21



Reference: CDM 5-03/030.00; South Unit Order 5-04-075, 5-04-090

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for identifying and evaluating developmentally disabled inmates.

SCOPE OF ORDER:-

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

ORDER:

Prior to being assigned a living area, inmates shall be pre-screened by a medically licensed person or by trained non-medical staff. The screening is to find any conditions or illnesses in the following areas:

- Medical and mental health
- Developmental disabilities
- Communicable diseases

South Facility does not house inmates with medical/mental health illnesses, developmental disabilities or communicable diseases. Any inmate who is suspected to have, or admits to having any of those listed illnesses and/or conditions shall be immediately escorted to the PDC South medical clinic for additional screening.

PDC South medical staff and the Jail Mental Health Evaluation Team (JMET) will determine if the inmate is to be rehoused pursuant to Custody Division Manual (CDM) section 5-03/030.00, Pre-screening, South Facility Unit Order 5-02-110, Information Concerning Inmates Exposed to or Infected by a Communicable Disease, and South Facility Unit Order 5-02-060, Suicide Prevention Program.

Revision Date 04/05/19

11/09/17 SOUF

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••• 5-02-080 Inmate Showering Procedures

## 5-02-080 Inmate Showering Procedures

Effective Date: 01-09-95

Reviewed Date: 01-06-19

Reference: GDM 5-13/040.00; Title 15 Section 1266

**PURPOSE OF ORDER:**

**The purpose of this order is to establish showering procedures for inmates.**

**SCOPE OF ORDER:**

**This order applies to all personnel assigned to and working at Pitchess Detention Center (PDC) South Facility.**

**ORDER:**

**There are showers located in each barrack at South Facility. The showers are available daily to inmates housed in the barracks between the hours of 0600 (reveille) and 2200 (lights out). Showers will not be allowed during the following times:**

- **Count time**
- **Feeding and consumption of inmate meals**
- **Barrack cleanup time (approximately one hour each morning).**

**Shower availability shall be logged in the Uniform Daily Activity Log (UDAL), daily, for each barrack.**

**This Unit Order exceeds the requirements set forth by the California Code of Regulations (CCR) Minimum Jail Standards, Title 15, Section 1266.**

**Revision Date 01/06/19**

**01/09/95 SOUF**

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**••• 5-02-085 Inmate Nail Clipper Use**

**5-02-085 Inmate Nail Clipper Use**

**Effective Date: 02-01-24**

**Reviewed Date:**

**Reference: CDM 4-111020.00-025.00**

**PURPOSE OF ORDER:**

**The purpose of this order is to establish procedures regarding the storage, disinfection, accountability, and distribution of inmate nail clippers at Pitchess Detention Center (PDC) South Facility.**

**SCOPE OF ORDER:**

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This order applies to all personnel assigned to and working at PDC South Facility.

**ORDER:**

Each Compound shall be issued one (1) pair of nail clippers which shall be stored in a plastic container filled with blue Barbicide disinfectant solution (provided by inmate services personnel).

Each nail clipper shall be accounted for by custody personnel assigned to the staff station at the beginning of their shift and document it in the Uniform Daily Activity Log (UDAL).

Inmates using the clippers shall be seated on the front porch area outside the barrack and shall be continually supervised. Only one inmate shall be permitted to sit on the porch when clippers are being used. When the inmate is done, the nail clippers shall be returned to the staff station and placed in the Barbicide solution. The clippers shall be disinfected prior to allowing another inmate to use them.

Due to security concerns and requirements, it is imperative nail clippers are always accounted for. To minimize the possibility of inmates stealing or losing the nail clippers, a check-out sheet shall be completed every time an inmate uses them. Inmates shall be instructed to return the clippers after each use and not give them directly to another inmate.

Compound personnel shall document the check-out time, inmate's name, booking number, housing location, officer/deputy checking the clippers out, and the time clippers were returned on the clipper check-out sheet.

A copy of the clipper check-out sheet shall be kept in the PDC South Facility share files in the following location:

**[REDACTED TEXT]**

Missing or broken nail clippers shall be documented in the UDAL and replacement clippers shall be requested from inmate services personnel. Broken clippers shall be returned to PDC South inmate services personnel and shall not be disposed of in the garbage can.

If clippers are missing, compound personnel shall attempt to locate the clippers using the clipper check-out sheet. If the clippers cannot be located, compound personnel shall immediately notify the line sergeant or supervising line deputy and a search shall be initiated.

**SOUF 02/01/24**

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~~••• 5-02-090 Exchange and Disposal of Used Inmate Razors~~

## **5-02-090 Exchange and Disposal of Used Inmate Razors**

**Effective Date: 09-19-17**

Reviewed Date: 04-05-21

Reference: CFR 29 1910.1030(D)(4)(iii)(C); Ga Title 15 1265; Medical Waste Management Act, Section 118280; CCR 5193; South Facility Unit Order 3-03-070, 5-10-010

**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the safe disposal of inmates' used shaving razors.

**SCOPE OF ORDER:-**

This order applies to all personnel assigned to, and working at, Pitchess Detention Center (PDC) South Facility.

**ORDER:**

Bloodborne pathogens are defined as pathogenic microorganisms that are present in human blood and can cause disease. These pathogens can be found on used sharp objects such as needles and razor blades. The California Department of Occupational Safety and Health Administration's (Cal/OSHA) bloodborne pathogens standard states: "Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, and territories" (Code of Federal Regulations [CFR] 29 1910.1030[D][4][iii][C]).

Additionally, Cal/OSHA's bloodborne pathogens standard requires that, during use, sharps containers must be "easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found".

California Code of Regulations (CCR), Title 15 section 1265 mandates the issuance of shaving implements to inmates in Los Angeles County jail custody. South Facility's inmate services personnel are responsible for the issuance of personal hygiene kits to indigent inmates housed at South Facility. The hygiene kits include one small disposable plastic razor. When an inmate wishes to trade his used razor for a new one, personnel shall visually check each used razor to ensure the blade is intact. Once confirmed, the used razor shall be disposed of, by the inmate, into a biohazard, puncture resistant, sharps container, which shall be available at every staff station and the inmate processing area (IPA).

On a regular, scheduled basis personnel from the inmate services unit shall remove the full used sharps containers, and replace them with new ones. The red plastic biohazard containers are one-time use only containers. The full containers of used razors shall be kept in the locked fenced area in George compound (in front of the visiting area), pending removal by a contracted biohazard disposal company.

**PERSONAL PROTECTIVE EQUIPMENT**

Safe work practices include the wearing of latex disposable gloves, which shall be provided and utilized by all employees when handling biohazardous waste. The gloves provide protection

against direct skin contact with the biohazardous materials. The gloves shall be discarded after each use and shall not be reused.

### PERSONNEL TRAINING

Employees performing this procedure will be provided training. The training will include:

- Overview of the program and work practice controls.
- Use of personal protection equipment and limitations.
- Exposure control procedure to minimize exposure
- Concept of universal precaution
- Hands-on training for use of equipment

Revision Date 04/05/19

09/19/17 SOUF

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• • • 5-02-100 MRSA and Vermin Control Procedures

## 5-02-100 MRSA and Vermin Control Procedures

Effective Date: 05-07-97

Reviewed Date: 05-10-19

Reference: CDM 4-11/020.00, 5-11/030.00, and 5-11/070.00

PURPOSE OF ORDER: \_\_\_\_\_

The purpose of this order is to establish guidelines for laundry exchange and cleaning in the event an inmate is identified as having Methicillin-Resistant Staphylococcus Aureus (MRSA) or any similar, contagious, communicable medical condition or infection.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

ORDER:

Inmates with vermin or specific communicable medical conditions create the need for special handling of their clothing. In instances where an inmate has been identified as being infested with vermin or infected with certain infectious diseases, like MRSA, medical staff will be summoned and shall determine if contaminated clothing will be placed in plastic bags. These bags will be taken to

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the facility laundry where they will be stored with other soiled laundry awaiting transport to Laundry Services for cleaning.

For beds and housing areas of inmates infected with MRSA, the cleaning procedures as outlined in Custody Division Manual (CDM) Section 5-11/070.00, "Guidelines for Limiting the Possibility of Infection by Methicillin Resistant Staphylococcus Aureus (MRSA)" shall be adhered to. All protocols in instances of vermin shall also be adhered to as described in CDM Section 5-11/030.00 "Control of Vermin."

All inmates in the immediate vicinity of, or assigned to adjacent bed areas of those identified with vermin or other infectious diseases, shall:

- Exchange their existing county issued linens and clothing for clean items.
- Scrub and disinfect their entire bed area, including bed frames, mattresses using the provided Citracide solution, or another suitable solution approved by medical services. Allow the Citracide or alternative cleaning solution to remain on areas for ten minutes prior to wiping off with clean towels. In addition to the inmate's bunk, bunks and mattresses located on both sides and in front/back of the contaminated bunk will also be disinfected. Soiled towels will be bagged and left in the Inmate Processing Area (IPA) for transport to Laundry Services for cleaning.
- (For those infected with vermin) Use a specialized delousing shampoo supplied by the medical staff to wash all body hair.
- The inmates shall be re-checked in 48 hours and the previous steps repeated as necessary.

Ensure these procedures are logged in the Uniform Daily Activity Log (UDAL) or electronic Uniform Daily Activity Log (e-UDAL), under "Medical and Psychological Events" (i.e., "0950 hrs - John Doe #1234567 - Treated for MRSA - Clothing Exchanged/Disinfected Mattresses on Bunks 44,45,46,47").

Revision Date 05/10/19

05/07/97 SOUF

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••• 5-02-110 Information Concerning Inmates Exposed to or Infected by a Communicable Disease

## 5-02-110 Information Concerning Inmates Exposed to or Infected by a Communicable Disease

Effective Date: 11-09-17

Reviewed Date: 04-04-21

Reference: Title 15; CDM 4-08/000.00; MPP 5-03/175.25

**PURPOSE OF ORDER:**

~~The purpose of this order is to establish guidelines for the distribution of information concerning inmates who have been exposed to, or infected by a communicable disease at Pitchess Detention Center (PDC) South Facility.~~

**SCOPE OF ORDER:**

~~This order applies to all personnel assigned to, or working at PDC South Facility.~~

**ORDER:**

~~PDC South personnel who observe or are informed of activity that may cause the transmission of human immunodeficiency virus (HIV) or acquired immunodeficiency syndrome (AIDS) or other communicable diseases shall take immediate action. The activity shall be documented on an Inmate Incident Report (SH-J-213) and/or Complaint Report (SH-R-49) as appropriate, and a Department of Health Services form, "Request and Decision for HIV Testing (DHS 8459), pursuant to the Department Manual of Policy and Procedures, section 5-03/175.25, "Reporting of Inmate's Exposure to AIDS and Other Communicable Diseases."~~

~~The information reported shall remain confidential. All employees shall maintain the confidentiality of inmates' personal information except when disclosure is necessary to obtain medical or psychological care or advice.~~

~~If an inmate alleges to be infected with HIV/AIDS he shall be expedited to South Facility's medical clinic. The medical staff at South Facility's medical clinic, upon examination and evaluation, will determine if transportation to Inmate Reception Center (IRC), Twin Towers Correctional Facility (TTCF) or another medical facility is needed. Both medical and custody personnel shall make the necessary notifications and fill out the appropriate forms.~~

~~Revision Date 04/04/19~~

~~11/09/17 SOUF~~

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~~••• 5-02-120 Communicable Disease Protective Equipment~~

**5-02-120 Communicable Disease Protective Equipment**

**Effective Date: 08-04-15**

**Reviewed Date: 03-17-18**

**Reference: GDM 3-15/020.00**

**PURPOSE OF ORDER:**

The purpose of this order is to establish information regarding the location and contents of the communicable disease protective equipment kit.

**SCOPE OF ORDER:**

This order applies to all sworn personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility, in the event they need to contact anyone with a communicable disease.

**ORDER:**

Pursuant to Custody Division Manual (CDM) Section 3-15/020.00, each Custody Services Division facility shall maintain communicable disease protective equipment kits which shall be strategically located for ease of access by all personnel. These kits are designed to minimize any exposure to communicable diseases as a result of contact.

A communicable disease protective kit is maintained and kept in the PDC South Facility main armory. The main armory is strategically located in the middle of South Facility, just outside of the number eight (8) gate, allowing employees to quickly access items stored inside. The communicable disease protective kit can be located in the armory in a large paper bag labeled "Disease Equipment."

The protective equipment kit consists of the following:

- One (1) Tychem by Dupont® bio-hazard suits
- Three (3) boxes, each containing ten (10) disposable face masks
- One (1) box containing two hundred (200) disposable gloves
- One (1) box containing fifty (50) disposable paper towels
- Two (2) cans of disinfectant spray
- Ten (10) disposable plastic bags
- One (1) roll of duct tape
- 1 resuscitation mask for CPR use only

The kit and its contents shall be inspected quarterly as part of the regular quarterly armory inventory, and the kit contents shall be rotated/refreshed as needed.

Note: Tychem suits are a special purchase, which go above and beyond the CDM requirements. South Facility possesses several of the suits in the con-ex trailer located behind the armory.

Revision Date 03/17/18

08/04/15 SOUF

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• • Section 3 - Inmate Laundry

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••• 5-03-010 Laundry Exchange Procedures

**5-03-010 Laundry Exchange Procedures**

Effective Date: 05-07-97

Reviewed Date: 02-01-24

Reference: CDM 5-07/010.00, 5-07/020.00; 5-11/060.00; CCR Title 15, Section 3031

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for exchanging inmate linen at Pitchess Detention Center (PDC) South Facility.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

**ORDER:**

Laundry exchange shall be conducted Monday through Friday, once per week for each barrack. Laundry exchange shall be overseen by the Inmate Processing Area (IPA) personnel with the help of compound rovers personnel.

All clothing shall be transported, via laundry carts, to the barracks scheduled for clothing exchange. Each inmate shall receive the following items:

- Inmate uniform (once weekly)
- One (1) set of thermals (once weekly)
- Two (2) pair underwear (once weekly)
- Two (2) undershirts (once weekly)
- Four (4) socks/two (2) pairs (once weekly)
- One (1) mattress cover/sheet (once weekly)
- One (1) towel (once weekly)
- One (1) blanket (once monthly)

The above indicated items are mandated to be exchanged per Title 15. The exchange reporting period is Thursday of each week. If laundry exchange cannot be conducted on the assigned shift, the following shift shall facilitate the exchange. If there is any reason why laundry exchange cannot conform to Title 15 requirements, the unit commander shall be notified.

IPA personnel shall announce laundry exchange in the specific compound where the exchange is taking place, using the Department radio, South Facility frequency. Main control desk [REDACTED TEXT] personnel shall use the public announcement (PA) system to advise the inmates to prepare for laundry exchange. IPA personnel shall be assisted in facilitating the exchange by personnel

assigned to the compound.

Inmates shall be instructed to place all their personal property and any county issued property that is not being exchanged on their assigned bunk. Inmates shall then receive a clean linen roll (consisting of the items listed above), exit the barrack, and line up in the count box in front of the adjacent barrack.

All items found on, or near inmate bunks which do not fit into the respective inmate's assigned county issued property bags shall be considered contraband and removed from the barracks. All inmates shall be reminded of the contraband policies found in Custody Division Manual (CDM) sections 5-07/010.00, "Contraband Defined" and 5-07/020.00, "Contraband Disposal," prior to laundry exchange.

Compound personnel may search an inmate's property bag but shall not discard or destroy any item unless it expressly fits the definition of contraband per CDM section 5-07/010.00, "Contraband Defined."

If an inmate claims a piece of personal property was removed from their property bag during the search, reasonable accommodations shall be made to allow the inmate to look through the items that were removed from the barrack. Inmates shall not be allowed to look through removed contraband items without direct supervision by compound personnel.

Once the barrack search is complete, all inmates shall be allowed to trade any damaged/torn laundry (one for one) before returning, in a single file line, to their assigned barrack.

Upon completion of laundry exchange, a search report shall be completed for each barrack searched using the Custody Automated Reporting and Tracking System (CARTS) application:

[REDACTED TEXT]

#### INMATE WORKERS

Inmates assigned to work crews shall be issued clean uniforms, underwear, and t-shirts each work day upon completion of their work assignments.

#### INMATES RETURNING FROM COURT

Court returnees shall be issued a complete bedroll and uniform by the processing officer when returning from court, if the court returnee's compound had linen exchange that day.

#### NEW INMATE ARRIVALS

Each new inmate shall be issued one (1) mattress upon arrival at PDC South Facility which shall be returned when the inmate leaves the facility. The inmate shall also be issued a linen roll (consisting of the above listed items), a property bag (if they do not already have one), a hygiene kit, and a blanket.

**WINTER MONTHS**

**During winter months, inmates may be issued two (2) blankets, a beanie, and one (1) jacket.**

**LAUNDRY MANAGEMENT**

**The IPA deputy shall prepare a report by the conclusion of each week indicating the inventory of clean items in stock. The report shall also indicate the amount and type of clothing, linen, and bedding which is anticipated to be needed for the following week. The IPA deputy shall email the prepared list to the Citizen's Commission on Jail Violence (CCJV) lieutenant.**

**Revision Date 02/01/24**

**Revision Date 03/25/20**

**Revision Date 08/01/19**

**05/07/97 SOUF**

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**••• 5-03-020 Inmate Uniform Colors**

**5-03-020 Inmate Uniform Colors**

**Effective Date: 01-19-09**

**Reviewed Date: 11-11-18**

**Reference: Custody Division Manual 5-01/015.00, Inmate Uniforms**

**PURPOSE OF ORDER:**

**The purpose of this order is to establish standards for the issuance of inmate uniforms, based on color, in order to easily identify their different classifications**

**SCOPE OF ORDER:**

**This order shall apply to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.**

**ORDER:**

**All inmates housed at PDC South Facility shall be issued one inmate uniform, consisting of a pair of pants and a shirt.**

**The following table identifies the distinct inmate uniform colors, along with the inmate classification associated with each color: [REDACTED TEXT]**

Revision Date 11/11/18

01/19/09 SOUF

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•• Section 4 - Inmate Discipline

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••• 5-01-010 Inmate Discipline Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for inmate discipline.

SCOPE OF ORDER:

This order applies to all personnel assigned to and working at Pitchess Detention Center (PDC) South Facility.

ORDER:

The purpose of any disciplinary action is to achieve one or more of the following:

- Hold the inmate accountable for inappropriate behavior
- Maintain security, order, and compliance with facility rules
- Protect and maintain the facility security and the well-being of inmates, staff, and the public

Inmates who violate or refuse to comply with facility rules and regulations shall be subject to discipline. The degree of punitive actions taken shall be directly related to the severity of the rule violation. Acceptable forms of discipline shall consist of, but not be limited to, the following:

- Loss of privileges
- Extra work detail
- Short term lockdown for less than twenty-four (24) hours
- Removal from work details
- Loss of "good-time" and/or "work-time" credits earned pursuant to Penal Code Section 4019, "Deductions from Confinement Period"
- Revocation of early release credits, if eligible
- Disciplinary segregation and/or isolation
- Disciplinary diet
- Criminal prosecution

To comply with Custody Division Manual (CDM) section 5-09/030.00, "Disciplinary Review Process," California Penal Code Section 4019.5 (e), and Title 15 regulations, the following procedures shall be adhered to when processing disciplinary reports.

## MINOR VIOLATIONS

Minor acts of non-conformance or minor violations may be handled by any staff member through a harmony transfer, counseling and advisement of conduct expected, extra duty, and/or loss of privileges. In handling these incidents, staff members shall adhere to the following procedures, based on the discipline to be imposed:

- Harmony Transfer - All harmony transfer requests shall be determined by the watch deputy and approved by the supervising line deputy and line sergeant. Once the transfer is approved, handling personnel shall coordinate with the watch deputy to facilitate the transfer.
- Counseling and Advisement - Personnel may counsel and advise inmates regarding inappropriate behavior and/or rule violations. Any counseling of inmates or advisement of expected behavior shall be conducted in plain view, in a professional manner, and in the presence of more than one Department member.
- Extra Duty Assignments - Inmates may be assigned extra duty (cleaning, landscaping, trash/laundry sorting, etc.) for minor violations of jail rules. Personnel wishing to assign inmates to extra duty assignments for violating jail rules, shall submit an Inmate Reporting Tracking System (IRTS) report, documenting the incident. The supervising line deputy or a sergeant shall review the incident details and assign the amount of extra duty to be performed in hourly increments. No inmate shall be assigned to work more than five (5) hours of extra duty, for any minor violation.
- Loss of Privileges - Inmate commissary and/or visiting privileges may be removed for a period of one (1) to three (3) weeks for violating jail rules. Personnel wishing to remove an inmate's privilege to order commissary or receive visits shall submit a minor IRTS report documenting the incident. The supervising line deputy shall review the incident details and determine the length of time an inmate will lose their commissary and/or visiting privileges.

In the event an inmate loses commissary and/or visiting privileges, inmate services personnel shall update a loss of privilege list to reflect the restriction. The loss of privilege list shall be maintained in the PDC South Facility share files, in the following location:

[REDACTED TEXT]

Inmate services personnel shall also be responsible for restricting the inmate's visitation status in the Inmate Visitation Scheduling System (IVVS) application.

The inmate receiving discipline shall be provided with an IRTS generated "Notice of Disciplinary Violation" and a "Notice of Action by Disciplinary Review Board," indicating the rules violated and the discipline imposed. Both forms can be printed from within the IRTS application.

If the inmate requests an appeal of the proposed discipline, a sergeant may act as the discipline review officer. The discipline review officer may conduct further inquiry or investigation and shall provide the inmate with an opportunity to present a defense. The discipline review officer shall then either exonerate or reprimand the inmate, assess the number of hours to be worked, determine loss of privileges, or direct the member submitting the initial violation to complete a discipline report alleging a major violation.

Any accumulation of three (3) or more minor violation reports within a thirty (30) day period for a single inmate shall result in a major violation.

### MAJOR VIOLATIONS

Whenever personnel identify an inmate who has committed a major violation of facility rules, a request to send the inmate to disciplinary housing shall immediately be made. Prior to taking any disciplinary action, the handling staff member shall relay the incident details to the watch sergeant and watch commander. The watch sergeant and watch commander may either approve or deny the discipline request, based on the facts presented to them. Transferring an inmate to disciplinary housing requires the approval of both the watch sergeant and watch commander. Once approval is obtained, the handling staff member shall do the following:

- Complete an IRTS report documenting the rules that were violated and detailing the inmate's actions. The submitted IRTS report shall be reviewed by a supervising line deputy and approved by the watch sergeant. The IRTS will then be ready for review by the Discipline Review Board (DRB) for adjudication. If applicable, an Incident Report (SH-R-49) shall also be written.
- Print two copies of the "Notice of Disciplinary Violation" (SH-J-380) form, generated from the IRTS program. One of the notices shall be issued to the inmate. The second notice shall be signed by the inmate, indicating they received their copy, and provided to the watch deputy for inclusion in the disciplinary transfer packet (see "Disciplinary Transfer Requirements" below).
- Fill out a "Discipline Record Card" for inclusion in the disciplinary transfer packet. For all transfers to PDC North Facility, a yellow card shall be used. For transfers to North County Correctional Facility (NCCF) or Men's Central Jail (MCJ), a white card shall be used. For transfers to Barrack 30, the South Facility discipline record card (kept in the following South Facility share files location: [REDACTED TEXT]) shall be used.
- A sergeant shall interview the inmate regarding the violations (DRB), as soon as possible. The sergeant shall review the submitted IRTS entry, document their interview in the appropriate IRTS field, and either approve or reject the submitted report. If the report is rejected, the supervising line deputy shall immediately notify the handling officer and ensure corrections are made as soon as possible.

### INFORMATION ONLY IRTS

An "Information Only" IRTS report shall be completed to document incidents under the following circumstances:

- Removal of inmates from any work assignment when there is no disciplinary action taken
- Removal of inmates from any educational program
- Minor disciplinary violations when only a warning was issued, and there is no formal discipline sought
- Reclassification of inmates
- Inmates requiring a "keep away" status from PDC South Facility and/or any specific inmates who pose a risk
- Any inmate information deemed pertinent to maintain the safety of the inmates, staff, or the

overall security of PDC South Facility

DISCIPLINE REVIEW BOARD

All DRBs shall be completed by a sergeant, in accordance with CDM section 5.09/040.00, "Disciplinary Review Process." Supervisors who were involved in an incident are precluded from sitting on the related DRB in order to keep the hearing fair and impartial.

An inmate charged with a major violation, has the right to take 24 hours to prepare for the DRB (which may vary due to court, medical, etc.). The inmate has the right to have the DRB conducted within 72 hours (may vary due to court, medical, etc.).

Each shift sergeant shall be responsible for reviewing all active IRTS entries at the beginning of their shift and conduct any DRB that falls within the 24-to-72-hour time limit. If the 72-hour DRB period lapses, with no valid explanation for the delay, the major violation(s) shall be dismissed, and the inmate shall be released from pre-discipline housing.

DISCIPLINE REVIEW BOARD WAIVERS

All inmates accused of violating facility rules shall be given the option to waive their right to the 24-hour defense preparation period. If the 24-hour period is waived, it shall be noted on a Waiver of Time form and signed by the inmate. Once the 24-hour period is waived, a DRB shall be conducted, prior to the inmate receiving discipline. The Barrack 30 Deputy shall be responsible for tracking inmates requiring DRB and notifying the appropriate supervisor that a DRB needs to be conducted.

If the 24-hour period is not waived, the inmate shall be returned to their housing location, upon approval of the watch commander (or watch sergeant in their absence) and allowed time to prepare for their DRB hearing. If the potential discipline time is greater than ten (10) days and the violation(s) consists of prior major offenses, criminal assaults, recalcitrance, or violations while in disciplinary isolation/segregation, the inmate shall be transferred to North Facility or NCCF for pre-discipline housing pending a DRB hearing.

All documented Waiver of Time forms shall be maintained in the Waiver of Time notebook located in Barrack 30. The sergeant conducting the DRB shall sign their name on the form and indicate how many days of discipline were imposed. The Barrack 30 Deputy shall be responsible for periodically archiving all disciplinary forms. These forms shall be maintained for a period of five (5) years in accordance with CDM section 4-13/000.00, "Retention of Records."

The maximum term of discipline which can be imposed by a DRB is 30 days of isolation/segregation. A disciplinary diet may be assessed in conjunction with disciplinary isolation/segregation time for the purpose of addressing issues such as prior offenses, recalcitrance, violations while in disciplinary isolation/segregation, or any case where enhancement of the basic assessment is deemed necessary to gain the compliance of the inmate. Disciplinary diets may also be an appropriate disciplinary enhancement in cases of serious, violent, felony acts.

DISCIPLINARY TRANSFER REQUIREMENTS

Inmates who are given between one (1) and thirty (30) days of discipline may serve their time at PDC

South Facility in Barrack 30 (depending on the violation). Inmates who receive more than ten (10) days of discipline, and the violation(s) consist of prior major offenses, criminal assaults, recalcitrance, or violations while in disciplinary isolation/segregation, shall be transferred to another facility for disciplinary housing.

When inmates are transferred to Barrack 30 for discipline, all documents must be fully completed and presented to the watch deputy for review. The watch deputy may request corrections as needed. The watch deputy shall ensure the completed packet is provided to Barrack 30 personnel to be processed. The packet must include the following:

- Notice of discipline violations (signed by the inmate)
- A complete printout of the inmate's IRTS report
- A completed PDC South Facility discipline record card
  - A digital copy of the PDC South Facility discipline record card shall be kept in the following South Facility share files location: [REDACTED TEXT]
- If the inmate has waived the 24-hour DRB preparation right, a copy of the signed waiver shall be included with the packet

When inmates are transferred to another facility for discipline, all transfer documents must be completed and presented to the watch deputy for review. The watch deputy may request corrections as needed and prepare a disciplinary transfer packet in order to facilitate the transfer. To transfer an inmate for discipline, the watch deputy shall ensure the following:

- The inmate shall be medically evaluated by PDC South Facility Correctional Health Services (CHS) staff. Inmates assigned to pill call cannot be housed at PDC North Facility.
- If an inmate is not suitable for housing at PDC North Facility, the watch deputy shall ascertain the inmate's security level and determine whether they will be transferred to NCCF or MCJ.
- Contact the appropriate facility and request disciplinary housing approval from the receiving facility's watch commander
- Prepare the disciplinary transfer packet, which will be comprised of:
- Discipline Record Card (yellow card for PDC North facility, white card for all other facilities, digital file for Barrack 30)
- Notice of Discipline Violation, signed by the inmate
- A printout of the inmate's SI01 screen from AJIS
- All printed pages of the inmate's IRTS report
- If the inmate has waived his 24hr DRB preparation right, a copy of the signed waiver shall be included with the packet

Once the DRB hearing has been completed, the inmate shall fulfill their disciplinary sentence at the appropriate facility and return to PDC South Facility, unless security level or other factors deem them a security risk.

## DISCIPLINARY DIET

Disciplinary diets may only be requested by a sergeant or above. The implementation of a disciplinary diet requires the approval of the unit commander or their designee. A sergeant



requesting imposition of a disciplinary diet shall complete the following:

- The inmate shall be evaluated by medical personnel to determine their suitability to be placed on a disciplinary diet. If medical personnel authorize a disciplinary diet, they shall sign a disciplinary diet authorization form, with their employee number and date of the assessment. A disciplinary diet authorization form shall be completed describing the circumstances supporting the proposed imposition of a disciplinary diet.
- The disciplinary diet authorization form shall be reviewed and signed by the watch commander, then directed to the unit commander for approval.
- An operations incident notification shall be sent using the form located on the PDC South Facility intranet site. The notification shall advise operations personnel that a disciplinary diet has been requested and include a brief explanation of the circumstances supporting the request.
- Once the unit commander has reviewed and approved the request for a disciplinary diet, the signed form shall be delivered to the facility housing the inmate in order to begin the disciplinary diet.
- Inmates placed on disciplinary diets shall not receive that diet for longer than two consecutive 72-hour time periods (approximately one week) without a health and weight evaluation by a physician.

When conducting the DRB, it is the responsibility of the supervisor to evaluate each violation based on the information available. If the inmate is found guilty of the documented violations, the supervisor shall advise the inmate, and determine an appropriate disciplinary sentence.

The number of days to be spent in disciplinary housing should be assessed based on the guidelines set forth in CDM section 5-09/070.00, "Inmate Discipline Schedule." These guidelines are intended to serve as a recommendation, to ensure a standard of equal and just discipline. They may be deviated from, only when there is just cause, as determined by the severity of the violation, or the inmate's resistance to willingly comply with the facility rules and regulations.

The sergeant conducting the DRB hearing shall document the results in the DRB section of the IRTS report. Two copies of the "Notice of Action by Disciplinary Review Board" forms shall be printed indicating the findings of the DRB, the sergeant who conducted it, and any discipline imposed. One copy of the notice shall be given to the inmate. The inmate shall sign the second copy acknowledging receipt of the notice. The signed copy shall be delivered to the facility providing the disciplinary housing.

The updated IRTS report entry shall automatically be forwarded to the watch commander for review.

## APPEALS OF DISCIPLINE

Title 15 guidelines delineates an inmate's right to appeal discipline. Inmates shall be provided with a PDC South Facility disciplinary appeal form upon request. A digital copy of this form can be found in the following PDC South Facility share file: [REDACTED TEXT]. There is also a supply of physical copies in the Barrack 30 staff station. The supervisor hearing the appeal shall be at least one rank above the supervisor who imposed the discipline. The results of the appeal shall be noted in IRTS. The inmate also has the right to have their case reviewed by the unit commander, if requested, per

CDM section 05.09/040.00, "Disciplinary Review Process."

Revision Date 01/19/23

Revision Date 07/01/21

Revision Date 03/04/19

08/14/97 SOUF

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~~••• 5-04-020 Unit Commander Designee of the DRB and IRTS Process~~

## 5-04-020 Unit Commander Designee of the DRB and IRTS Process

Effective Date: 03-07-14

Reviewed Date: 04-07-22

Reference: CDM 5-09/030.00, CDM 5-09/040.00

### PURPOSE OF ORDER:

The purpose of this order is to establish guidelines and procedures regarding the responsibility and oversight of approving and monitoring the Inmate Reports Tracking System (IRTS) and Disciplinary Review Board (DRB) processes at Pitchess Detention Center (PDC) South Facility.

### SCOPE OF ORDER:

This order shall apply to the EM Shift Watch Commander, at the minimum rank of lieutenant.

### ORDER:

All discipline recommended by the DRB shall be reviewed by the unit commander or his designee, pursuant to the Custody Division Manual (CDM) section 5-09/040.00. The designee at South Facility shall be the EM Shift Watch Commander, at the minimum rank of lieutenant.

### PROCEDURES

The lieutenant responsible for the collateral duty of approving the IRTS and DRB reports shall access, review, and update the IRTS/DRB "Unit Commander Approved" section, at a minimum of once every ten days, to ensure adherence to Department policy and DRB guidelines.

Revision Date 04/07/22

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SOUF 03/07/14

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• • Section 5 - Inmate Grievances

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• • • 5-05-010 Inmate Request-Grievance Procedure

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the inmate complaint and inmate request procedures in accordance with Custody Division Manual (CDM) Volume 8 and to ensure that inmate requests and grievances are properly handled, investigated, and completed in a timely manner. Additionally, the purpose of this policy is to establish and maintain a fair, objective, and effective grievance process. Through this process, resolutions of inmate grievances are achieved at the lowest possible administrative level, affording reasonable opportunities for the inmate to appeal to the next level of review.

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SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

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ORDER:

The policy of custody operations is to provide inmates the means for expressing and resolving grievances. It is an administrative mechanism for review of Departmental policies, decisions, actions, conditions, or omissions that have a material adverse effect on their health, safety, welfare, participation and/or access to programs.

The purpose of this policy is to establish and maintain a fair, objective, and effective grievance process. Through this process, resolutions of inmate grievances are achieved at the lowest possible administrative level responses to the aggrieved, and affording reasonable opportunities to appeal to the next level of review.

INMATE GRIEVANCE FORMS

Inmates shall have reasonable access to inmate request/grievance forms (SH-J-420), and shall be unimpeded in their ability to file a grievance. All written grievances shall be accepted even if they are not written on the specified form. If an inmate submits a written grievance/request/appeal on some other form, personnel who retrieved it shall return it to the inmate along with the correct blank form, and provide the inmate with assistance to complete it as needed. The completed form will then be processed in compliance with established policy.

Inmates who are unable to complete a written or electronic form because of a disability, language barrier, or illiteracy may raise grievances/requests/appeals verbally, and Department personnel shall assist these inmates with completing the form. Any question regarding the level of assistance to be provided to an inmate with a disability shall be resolved by summoning the assistance of Correctional Health Services (CHS) personnel.

A supply of blank inmate request/grievance forms and medical envelopes will be kept in open supply boxes that are mounted on the front of all barracks except for Barrack 40. Compound officers shall check the supply of the forms and envelopes on each shift and log each check in the Uniform Daily Activity Log (UDAL).

### SUPERVISOR COLLECTION OF INMATE GRIEVANCES

Located inside each compound, affixed to the front of each middle barrack, are locked wooden boxes (inmate collection boxes), which are utilized for the collection of inmate requests, mail, and grievances. The contents of the inmate collection boxes shall be collected by the designated South Facility line sergeant on every shift. The watch sergeant shall check the boxes if the line sergeants are not available. The collecting sergeant shall also ensure there is a supply of inmate request/grievance forms and medical envelopes available in the supply boxes.

Only a supervisor of the permanent rank of sergeant or above shall collect the inmate request/grievance forms. The supervisor collecting the forms shall sign the housing area's UDAL documenting the amount collected, or indicate there were none to collect.

The collecting supervisor shall immediately review each form in order to address any emergency medical, mental health, or force allegation issues without delay (refer to GDM Section 5-12/010.00). Emergency grievances as delineated in section 8-03/010.00, "Emergency Grievances," or those requiring priority handling shall be delivered promptly to the watch commander for further review and assignment.

The collecting supervisor shall place non-emergency grievances and grievances that do not require priority handling into the supervisor collection boxes for the inmate grievance team's retrieval and processing. Inmate requests that cannot be handled to conclusion at the compound level shall also be placed into the supervisor collection boxes.

When a grievance is sealed, it shall be directed to the watch commander unopened. The watch commander will determine if a sealed grievance requires immediate processing.

Inmate requests, including grievances which would be classified as requests, shall be assigned to an appropriate staff member for timely processing. Whenever possible, housing officers shall answer all informal requests for general information concerning the inmate and address any informal requests during the shift in which they are received. In instances where this is not possible, any requests for information which have not been addressed shall be relayed to respective personnel of the following shift for appropriate handling. Refer to section 8-02/005.00, "Informal Requests."

### INMATE GRIEVANCE TEAM

The team shall be comprised of a supervising line deputy, a custody assistant and/or other appropriate professional staff, and shall be supervised by at least one sworn supervisor of the minimum rank of a sergeant who will serve as the unit inmate grievance coordinator and report to the division inmate grievance coordinator.

Due to the unique composition of PDC North and PDC South facilities, one (1) inmate grievance team will assume the described responsibilities at both of these facilities and will coordinate with the concerned compliance lieutenant to ensure adherence with this policy.

PDC South Facility has two centrally located locked boxes (supervisor collection boxes). One is located in the watch sergeant's office. The other is located in the Eddie compound trailer, senior/sergeant office. Requests and grievances not handled by line sergeants shall be placed in these boxes.

Members of the inmate grievance team shall be responsible for collecting from the inmate collection boxes and the supervisor collection boxes during AM shift, Monday through Friday. The inmate grievance team shall also ensure there is a supply of inmate request/grievance forms and medical envelopes available in the supply boxes.

The inmate grievance team shall also be responsible for reviewing, categorizing, tracking, and forwarding grievances/requests/appeals to appropriate person or unit for investigation and handling, and shall assist with responding to inmates as appropriate. In addition, they shall scan and enter all non-electronic grievances, general requests, and appeals forms they collect into Custody Automated Reports Tracking System (CARTS) and assign them reference numbers.

## MEDICAL GRIEVANCES

Medical grievance forms not submitted in a medical envelope shall be enclosed in a medical envelope and given to the medical supervisor on duty. For information regarding health care inmate grievances/requests/appeals, refer to section 8-03/020.00, "Health Care Inmate Grievances."

Grievances against medical staff shall be placed in a medical envelope and forwarded to a medical supervisor.

## GRIEVANCES COLLECTED FOR OTHER UNITS

The inmate grievance team shall be responsible for reviewing, categorizing, tracking, and forwarding requests, grievances, and appeals to the appropriate person or unit for investigation and handling, and shall assist with responding to inmates as appropriate. In addition, they shall scan and enter all non-electronic grievances, general requests, and appeals forms they collect into CARTS, including the collection times, and assign them reference numbers.

Revision Date 03/04/19

06/03/97 SOUF

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•• Section 6 - Inmate Visiting

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••• 5-06-010 Inmate Visiting Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish visiting procedures and general public inmate visiting hours. This order does not apply to attorneys, parole agents, or special visits. Visiting guidelines for attorneys or special visitors may be found in Pitchess Detention Center (PDC) South Facility Unit Order 5-06-040, "Law Enforcement, Attorney, and Non-Routine Visit Procedures."

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SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility.

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ORDER:

Inmate visiting at South Facility shall be conducted every Saturday and Sunday, as well as on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

Each inmate shall be allowed two (2) 30-minute visits per week. On the above listed holidays, inmates may receive one (1) additional 30-minute visit.

Walk up visiting registration hours will be from 0800-1400 hours. Visitors requesting to visit an inmate at South Facility shall be processed at the Dr. Elmer T. Jaffe Visitor Center (main visiting center). Visiting registration at the main visiting center will close promptly at 1340 hours. Any visitor reporting to the main visiting center after 1340 hours will be denied access to the property and the requested visit. Refer to unit order 5-06-050, "Elmer T. Jaffe Visiting Center Procedures," for operating procedures at the main visiting center.

VISITOR PROCEDURES AND PROCESSING AT SOUTH FACILITY

Visitors who have been cleared and processed by the main visiting center, shall be dropped off at the South Facility visiting center, and enter the visiting center through Gate 10. The visiting process

shall be conducted in the following manner:

- Visitors shall report to the visiting center office and present their visiting pass (issued to them at the main visiting center) to personnel at the visiting center window.
- Visiting personnel shall ensure the visiting pass has a stamp on the upper left corner indicating the date, number of visitors, and bus number as outlined in South Facility unit order 5-06-050, "Elmer T. Jaffe Visiting Center Procedures."

Note: If the visiting pass does not contain the stamp, visiting personnel shall notify the main visiting center sergeant and return the visitor(s) to the bus to be transported back to the main visiting center.

- Visiting personnel shall assign the visitors to a visiting window and indicate the window number on the visiting window assignment sheet.
- After assigning all visitors to a window, visiting personnel shall give the inmate visiting passes to the visiting center inmate workers, who shall contact the appropriate inmate at their assigned barrack, and direct them to the visiting center for their visit.
- Inmates receiving visits shall report to the visiting center and check in with the inmate worker and visiting center personnel.
- When inmates check in and sit at their assigned seats, visiting center personnel shall note the time on the visiting log sheet and begin timing the 30 minute visit.
- At the end of the designated visiting time, visiting personnel shall announce to visitors that their visiting time has expired.
- The inmates shall immediately be instructed to leave the visiting center and return to their barracks.
- Visitors shall exit the visiting center and wait near Gate 10 to board the next available bus returning to the main visiting center.
- South Facility visiting center personnel shall also be responsible for time stamping the inmates' visiting passes with three individual times: the visitor's time of arrival, the time the inmate's visit began, and the time the visit was completed.

END OF THE VISITING DAY \_\_\_\_\_

After all visitors have been cleared from the South Facility visiting center and sent back to the main visiting center, visiting personnel shall ensure the following:

- Visiting personnel shall determine the total number of visitors and inmates for the day. The South Facility desk shall be advised of the count totals and log that information in the facility log.
- After all visitors have left the visiting center, assigned visiting personnel shall secure Gate 10.  
\_\_\_\_\_
- Visiting passes shall be bound and labeled with the date and number of inmates. Passes shall be stored for three (3) years, after which time they may be disposed of.
- All inmate workers shall be searched and returned to their barracks.
- Inmate Processing Area (IPA) personnel shall conduct a thorough search of the visiting center to locate any discarded contraband, potential security issues, damaged equipment, and/or

possible hazards. After the search has been completed, the PM shift Methicillin-Resistant Staphylococcus Aureus (MRSA) cleanup crew shall clean the visiting center.

### SOUTH FACILITY VISITING RULES

1. Only one adult visitor shall be allowed at the visiting window at a time. All other visitors may be asked to wait outside the visiting center due to space limitations and security issues.
2. Only three visitors total shall be allowed. Infants carried in a carrier do not count as visitors. All other children shall be counted visitors.
3. Cutting in line at ANY point of the registration and/or visiting process may result in the cancelation of the requested visit, and/or future visiting privileges being denied.
4. Juveniles (children 17 years of age and under) shall be accompanied by their parent(s) or a legal guardian. Absent a legal guardian or parent, they shall have a notarized letter from their parent/legal guardian indicating whom they are allowed to visit and they shall be accompanied by an adult in order to visit an inmate.
5. 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 required.
6. Visitors shall not go near the fences at either end of the visiting center or look through the tarp into the compound or recreation area.
7. Children shall be under the constant supervision of an adult at all times. Unsupervised children may result in the termination of the responsible adult's visit.
8. Children shall not be allowed to run around or behave in a manner that disrupts other visitors or distracts visiting personnel from their duties.
9. No smoking is allowed inside or outside the visiting center.
10. No food or drink is allowed inside the visiting center.

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 supervising line sergeant. Any deviation from the entry guidelines shall be approved by a sergeant or above.

### PRE-REGISTERED VISITORS- FACE TO FACE

Civilian visitors have the option to pre-schedule their visits with an inmate by using the [www.lasd.org](http://www.lasd.org) website. This pre-registration, face to face process is only available on weekends and selected visiting holidays. All above rules and orders shall apply to this option, as visitors will still be processed and screened at the main visiting center and transported to the South Facility visiting center.

### PRE-REGISTERED VISITORS- (IVVS) VIDEO CONFERENCE

Civilian visitors have the option to pre-schedule a 30 minute video conference style visit by using the [www.lasd.org](http://www.lasd.org) website. There are currently two video conference machines at the main visiting center which are shared by visitors amongst the PDC custody facilities. South Facility currently has one video conference machine installed in the South Facility visiting center and shall be available



~~from 0800-1400 hours, Monday through Friday, and from 0900-1400 hours on weekends and all six (6) of the indicated visiting holidays.~~

~~Monday through Friday, the dayshift watch deputy shall have the responsibility to check the Officer Visiting Scheduling System at the beginning of their shift for any scheduled visits for that day. If visits are scheduled, the watch deputy shall coordinate with the respective compound personnel to ensure the inmate(s) are present at the video conference machine fifteen (15) minutes prior to the scheduled time.~~

~~During weekends and indicated visiting holidays, the South Facility assigned visiting deputy or custody assistant shall be responsible to check the Officer Visiting Scheduling System at the beginning of their shift for any scheduled visits for that day. If visits are scheduled, visiting personnel shall coordinate with the respective compound staff, to ensure the inmate(s) are present at the video conference machine fifteen (15) minutes prior to the scheduled time.~~

~~Compound personnel shall be responsible for escorting the inmate(s) to the visiting center. They shall also be responsible for monitoring the inmate(s) and reporting any deficiencies with the equipment to the watch deputy. Deficiencies shall be documented in the watch deputy log and reported to the Help Desk using the Cherwell portal link: [REDACTED TEXT]~~

~~When the visit is scheduled to start and there appears to be no one on the video screen, compound personnel shall allow 30 minutes for that visitor to arrive. Following 30 minutes, the visit shall be terminated and the inmate shall be returned to their assigned barrack. This information shall be reported to the watch deputy and documented in the watch deputy log.~~

~~Note: For reporting procedures when civilian visitors allege they sustained an injury while on PDC property, refer to unit order 04-01-010, "Non-employee Injury Reporting."~~

~~Note: For special visits (e.g., attorneys, etc.) at South Facility, refer to unit order 05-06-040, "Law Enforcement, Attorney, and Non-Routine Visit Procedures."~~

~~Revision Date 02/18/20~~

~~Revision Date 08/24/18~~

~~Revision Date 02/16/17~~

~~01/30/98 SOUF~~

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~~• • • 5-06-020 Visits For Outside Workers~~

~~**PURPOSE OF ORDER:**~~

~~To establish procedures for providing visits, attorney visits, law enforcement interviews, and video conference for inmates assigned to outside work details.~~

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**SCOPE OF ORDER:**

**This order applies to all personnel assigned to South Facility.**

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**ORDER:**

**VISITING**

**[REDACTED TEXT]**

**When an inmate is removed from his outside work assignment for a visit, he shall be sent back to his assigned barrack following the completion of his visit and not back to his work assignment. Desk personnel will remove these inmates from their "out of count" list. Any exception from this procedure must be arranged through desk personnel to avoid complications with the inmate count.**

**ATTORNEY VISITS AND LAW ENFORCEMENT INTERVIEWS**

**[REDACTED TEXT]**

**After 1500 hours, the desk or South Senior Deputy shall assign a Deputy to the visiting area during the duration of the interview. The Deputy shall be responsible for searching any inmates coming to the visiting area from an outside work assignment.**

**Video conferencing appointments will be held at the South Facility video conference room.**

**[REDACTED TEXT]**

**If for any reason an "Adam" field unit is not available to transport inmates for visits/interviews, arrangements for alternate transportation or escort will be made via the South Facility Watch Sergeant.**

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**••• 5-06-030 Access to Courts, Counsel and Legal Mail**

**PURPOSE OF ORDER:**

**This order establishes policy and guidelines to ensure the right of inmates to have access to the courts and to legal counsel.**

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**SCOPE OF ORDER:**

**This order applies to all personnel assigned to South Facility.**

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**ORDER:**

**Each inmate has the right to unlimited legal material, including legal correspondence as provided in Section 1063 of Title 15, and to confidential consultation with attorneys.**

**All inmates housed at this facility will be available for an interview by an attorney, court appointed officer, or police officer from 0600-2200 hours daily.**

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**••• 5-06-040 Law Enforcement, Attorney, and Professional Visiting Procedures**

**REFERENCE: CDM 3-01/090.05, 3-10/015.00, 4-06/005.00, 5-10/010.05, 5-10/020.05, 5-10/030.00, 5-10/055.00; MPP 5-03/060.05; Title 15 Section 1068; 825(b)PC; Unit Order 3-05-006**

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**PURPOSE OF ORDER:**

**The purpose of this order is to establish procedures for law enforcement, attorney, and professional visits at Pitchess Detention Center (PDC) South Facility.**

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**SCOPE OF ORDER:**

**This order applies to all personnel assigned to and working at PDC South Facility.**

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**ORDER:**

**GENERAL INFORMATION**

**Attorney visiting hours are held daily from 0800 to 2200 hours, in the PDC South Facility Visiting Center (South visiting). Professional visits, other than attorneys, shall be conducted in South Visiting or the administrative briefing room (admin briefing) from 0800 to 2200 hours daily. Any exceptions shall be approved by the watch sergeant, due to limited space and personnel conducting public visiting.**

**All public, professional, and law enforcement visitors shall be registered and scheduled through the Inmate Video Visitation System (IVVS) scheduling application.**

**Reasonable efforts shall be made to accommodate all court orders pertaining to law enforcement, attorney, and non-routine visits. If a request presented by a court order cannot be accommodated, arrangements shall be made, with the approval of the watch commander, to send the inmate to**

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another facility to honor the court order.

All visitor registration forms shall be filed in the copy room.

Weapons, ammunition, cameras, and wireless communication devices, including, but not limited to, a cellular telephone, voice over internet protocol (VOIP) phone, or wireless Internet devices are not allowed inside the facility. Weapons may be secured in the visiting gun lockers. All other items shall remain in the visitor's locked vehicle.

In accordance with CDM section 3-01/090.05, "Wireless Communication Devices," attorneys in possession of a valid California State Bar card, representatives from the Office of Inspector General (OIG), and American Civil Liberties Union (ACLU) representatives (staff, interns, or volunteers with a marked "PROPERTY OF ACLU" laptop) may use laptop computers or tablets in the attorney and public visiting rooms during professional visit with their clients upon signature and agreement of the "Laptop Request and Acknowledgment Form (SH-J-460)," as delineated in CDM section 5-10/030.00, "Attorney and Professional Room Visits." Laptop computers or tablets shall not be used to record audio, video, take photographs, or to stream video/audio. All wireless connectivity functions shall be turned off and/or set to "airplane mode," or the equivalent.

If a visitor is unsure where an inmate is housed, they shall be directed to contact the IVVS Support Group by emailing [IVVSSupport@lasd.org](mailto:IVVSSupport@lasd.org) or by calling (213) 680-6984.

## CHECK IN PROCEDURES

All attorneys and/or professional visitors requesting to visit an inmate, shall be directed to check in with the deputy at the security booth (in/out shack) located at gate eight (8). Visitors are required to provide a valid, governmentally issued identification (ID) (e.g., California Driver's License, U.S. Passport, other state Identification).

Along with a valid form of identification, the requesting individual shall provide identification supporting their request/reason to visit the inmate. Types of acceptable identification include:

- Current California Bar card (for attorneys)
- Current private investigator license
- Law enforcement identification
- Parole officer identification
- Paralegal license/certificate\

Any question regarding the approval to visit an inmate shall be brought to the attention of the watch commander. The watch commander shall have the final determination as to whether a visit will be granted.

Attorneys requesting a visit shall complete the official "Attorney Request Slip" (SH-J-9) and shall be logged on the visitor log.

Law enforcement investigators shall check in for their visit at main control. Inmate interviews shall be conducted in the South Facility admin briefing room. Law enforcement investigators include, but

are not limited to:

- Deputy sheriff personnel (not assigned to custody)
- Outside agency law enforcement officers
- District attorneys or district attorney investigators
- Federal or state law enforcement officers

**SECURITY INSPECTION**

All visitors, including attorneys, who request to visit an inmate shall be subject to an article search prior to entry into secured areas of the facility. An article search consists of all purses, briefcases, case files, etc. However, personnel shall not read confidential/legal correspondence. Visitors should be encouraged to take as little as possible into the visiting area.

Persons who accompany attorneys or bondsmen, such as material witnesses or bail sponsors, shall not be allowed to bring any property into the visiting center. These items should remain secured in their vehicle.

**PROCESSING INMATES**

When the inmate arrives, their identity shall be verified by visually inspecting their wristband. If the inmate refuses the visit, they shall be directed to return to their barrack immediately. The visitor shall be informed of the refusal and escorted out. If the inmate accepts the visit, they shall be directed to a visiting window.

**APPROVED VISITORS**

Attorneys and Public Defenders:

- Must be in possession of a valid, governmentally issued identification card and a valid California State Bar
- A Los Angeles County Public Defender's identification card shall be acceptable identification for access, in accordance with CDM 5-10/030.00, "Attorney and Professional Room Visits"
- May bring in two other persons who are necessary for the preparation of the case
- Out-of-state attorneys shall be referred to the watch commander for approval
- If an attorney forgets, or has lost their Bar card, their status may be checked online at <http://members.calbar.ca.gov/search/member.aspx>, or by calling the California Bar Association at (800) 843-9053 (number verified 04/27/21) to verify valid membership

Bondsmen:

- Shall present a valid Sheriff's Department pass before being allowed to interview an inmate
- Passes may be obtained at the Men's Central Jail, Room 1014
- May bring in two visitors to sponsor bail
- Shall not pass money or business card to the inmate

United States Department of Health, Education, and Welfare Personnel:

- Must be in possession of a valid governmentally issued photo identification
- Use form PHR 205

Medical Staff, Physicians, Psychiatrists:

- Must have a court order that specifies use of the Visiting Room at any hour
- L.A. Superior Court psychiatric - psychological panel:
- These doctors are pre-screened by a committee of judges
- A list of these panel members is kept at main control
- They can interview an inmate, with or without a court order, at any time

Ministers, Priests, Chaplains, Etc.:

- All chaplains processed by our Department shall have a "home badge," which shall be kept at their "home facility." This badge shall include their picture and facility name.
- Chaplains shall also carry a Departmentally issued chaplain photo identification card. This identification shall be used when they enter their home facility and exchanged at main control for their "home badge."
- In the event of an emergency, an information card for each chaplain shall be kept on file at their home facility.
- Chaplains may only pass business cards to inmates.
- A chaplain visiting a facility, other than their unit of assignment, shall check in with main control. The chaplain shall exchange their driver's license, or their "home badge," for a generic chaplain badge.

News Media:

- The watch commander shall be notified, and the inmate interview shall be approved by the respective Custody Division chief.
- The media representative must be from a bona fide news gathering agency and possess valid identification.
- Inform the concerned inmate of the request for an interview, their right to have their attorney present during the interview, and their right to refuse the interview.
- Informational interviews and photos of federal prisoners must be approved by the United States Marshal.
- Complete form SH-CR-550, "News Media Interview Record."
- If the inmate is represented by the L.A. County Public Defender's Office, it shall be noted on the SH-CR-550. It is the policy of the Public Defender's Office that their clients shall not give media interviews. If the prisoner insists on the interview, the watch commander shall call the Chief of Central Superior Court Trials Division, Public Defender's Office, at (213) 974-2901, who will arrange for a public defender to represent the prisoner at the interview. The news media representative shall be advised of Public Defender requirements. If the Public Defender's Office is closed or permission cannot be obtained, the interview shall be denied.

Notary Public:

- ~~Must be in possession of a valid, governmentally issued photo identification and notary stamp which matches the name on the ID~~

Parole and Probation Officers:

- ~~Must be in possession of a valid, governmentally issued photo identification~~

Law Enforcement Officers:

- ~~Must be in possession of a valid, Departmentally issued identification~~

State licensed, Court Appointed and Private Investigators:

- ~~Same rules as attorneys except their identification shall be federal or state identification, or court badge~~

U.S./District Attorney or U.S./District Attorney Investigators:

- ~~Same rules as law enforcement officers~~

ICE Investigators:

- ~~Same rules as law enforcement officers. Refer to GDM section 4-06/005.05, "ICE Detainer Acceptance and Processing Procedures" and 5-10/055.00, "Inmate Interview Procedures for Law Enforcement."~~

RULES AND REGULATIONS

1. ~~Weapons, ammunition, cameras, electrical devices, and umbrellas shall not be permitted inside the secured area of the facility.~~
2. ~~Physical contact shall not be allowed, including handshakes.~~
3. ~~Clothing, books, newspapers, personal, and non-legal material shall not be passed to the inmate.~~
4. ~~All papers passed to or from an inmate shall be inspected and approved by supervising personnel.~~
5. ~~No food or beverages shall be allowed.~~
6. ~~Interviewers and inmates shall remain seated during the visit.~~
7. ~~Loud or abusive language shall not be allowed.~~
8. ~~Only one inmate shall be interviewed at a time, unless they are co-defendants in the same case.~~
9. ~~There is no time limit to a visit.~~
10. ~~Attorneys may bring in two material witnesses.~~
11. ~~Confidential consultation with an attorney shall be allowed with supervisor approval and subject to space availability.~~

LAW ENFORCEMENT OFFICERS/INTERVIEWS

~~The watch commander, or their designee shall determine the location of the interview. Absent a~~

court order, inmates shall not be transported to another facility to be interviewed.

Investigators shall request approval from the facility watch commander, in person, of their need to conduct a confidential interview and to utilize any electronic devices in their possession. Once approved, the watch commander shall ensure the appropriate personnel are notified of the approval, in accordance with CDM section 3-01/090.00, "Security of Personal Property."

PROCESS SERVICE

Only deputy personnel shall be allowed to enter PDC property to act as process servers. For process service procedures refer to PDC South Facility unit order 3-05-006, "Process Service on PDC Property."

Revision Date 06/02/23

Revision Date 04/28/23

Revision Date 04/20/21

Revision Date 08/17/18

Revision Date 06/19/17

02/17/98 SOUF

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••• 5-06-050 Elmer T. Jaffe Visiting Center Procedures

REFERENCE: CDM 5-10/010.00 and 5-10/020.00; UO 5-06-010

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PURPOSE OF ORDER:

The purpose of this order is to establish procedures regulating the processing, searching, and transportation of persons requesting to visit inmates housed in various facilities located on the Pitchess Detention Center (PDC) property.

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SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at the Elmer T. Jaffe Visiting Center (main visiting center).

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**ORDER:**

**Currently there are four (4) jail facilities being operated on the PDC property. Visitors from the general public wishing to visit inmates housed at these facilities shall be searched, processed, and transported from the main visiting center located adjacent to the PDC main gate entrance. The overall operation and staffing of the main visiting center is under the command and control of PDC South Facility, however, no part of this policy shall take precedent over the respective visiting policies of any other PDC facility (i.e., South, East, North, North County Correctional Facility [NCCF]). For South Facility visiting policies, refer to South Facility unit order 5-06-010, "Inmate Visiting Procedures."**

**STAFFING**

**Personnel assigned to work at the main visiting center are provided by all facilities located on PDC property (i.e., NCCF, East, North and South facilities).**

**In addition to personnel assigned to work inside the visiting center, South Facility shall assign two (2) deputies to a patrol unit (G-7) to provide security in the main visiting center parking lot.**

**-OPERATION TIME AND DAYS**

**Inmate visiting for all PDC custody facilities shall normally be conducted every Saturday and Sunday, as well as on the following holidays:**

- **New Year's Day**
- **Memorial Day**
- **Independence Day**
- **Labor Day**
- **Thanksgiving**
- **Christmas**

**On the above listed holidays, inmates may receive one (1) additional thirty (30) minute visit.**

**Visiting hours shall be from 0800-1400 hours, and visits shall be scheduled on the Android Scheduling App (for phones and tablets) or on-line at: <https://visit.lasd.org/app>. Any visitors requesting to visit an inmate housed in any facility on the PDC property shall be processed at the main visiting center. Visiting processing at the main visiting center shall stop promptly at 1340 hours to allow for proper boarding and travel time to each facility. Any visitor reporting to the main visiting center after 1340 hours shall be denied access to the property and the requested visit. All visitors shall arrive sixty (60) minutes prior to their scheduled visit to allow for visiting check-in procedures. Visitors shall bring their confirmation number/receipt and proper identification.**

**If a visitor arrives late, they shall immediately inform visiting personnel. Visiting personnel shall try to accommodate as best as possible to re-schedule the visit for a different time on the same day or another date/time. Approval is required by the visiting sergeant for any variation of the visiting hours depending on special circumstances or situations occurring at the various facilities. Late visits may be subject to cancellation.**

Visitors shall be advised to coordinate visits with family and friends in order to avoid multiple visitors attempting to visit the same inmate. In the event multiple visitors are requesting to see the same inmate, and the parties cannot come to an amicable agreement as to whom will visit, the visiting sergeant shall make a determination as to who shall be allowed to visit. The sergeant shall ascertain each situation on its own merit; however, in most cases, an attempt to determine which visitor arrived first shall be made, and the visit shall be granted to that person(s).

### -VISITING RULES AND REGULATIONS

The goal of the main visiting center is to provide a comfortable and family-friendly atmosphere to the visiting public, while minimizing security risks. In this effort, the following rules and regulations shall be adhered to:-

Only three **two (2)** visitors (**one [1] adult and one [1] child**), per inmate, shall be allowed. Infants in a carrier do not count as visitors. All other children shall be counted as a visitor.

- All adults shall have a valid, government-issued, picture identification.
- All visitors shall be driven by contracted buses to the facility housing the inmate they are requesting to visit (i.e., South, North, East, or NCCF).
- Cutting in line at any point of the check-in and visiting process may result in the requested visit being denied.
- Any unsatisfied visitor wishing to speak with a supervisor shall be immediately directed to the main visiting center sergeant. Any deviation from the entry guidelines shall be approved by the main visiting center sergeant.

### CONTRABAND

Items considered contraband or a threat to the safety and security of the facility shall not be permitted beyond the metal detector room. Any attempt to bring contraband onto PDC property may result in that individual's visit being terminated. Any attempt to bring illegal items onto PDC property, regardless of the location, may result in the arrest of the individual(s) bringing in the illegal items. Signs are posted at the PDC entrance, and various other locations in the main visiting area, which state an individual is subject to search at any time, and for any reason, while on PDC property.

Items not permitted and considered contraband consist of, but may not be limited to, the following:

- Weapons such as firearms, knives, brass knuckles, tear gas/O.C. dispensers, and any object which may possibly be used as a weapon
- Alcoholic beverages or products of any kind
- Tobacco products of any kind
- Lighters, matches, or devices designed to ignite substances
- All electronic items, including, but not limited to cellular phones, cameras, recording devices, pagers, portable video games, and digital music players
- Glass objects or containers, including mirrors
- Sharp metal objects such as nail clippers, tweezers, nail files, or any other object which may

~~be used as a weapon or pose a security risk (e.g., fashioned into an escape device or lock pick)~~

- ~~• Any form of identification card issued to the inmate~~
- ~~• Photographs of the inmate~~
- ~~• Photographs containing images of gang affiliation, nudity, or sexually suggestive poses~~

### DRESS CODE

~~Failure to dress in appropriate attire may be cause for denial of a requested visit. It shall be the responsibility of the visiting sergeant to determine the appropriateness of the visitor's attire. Any visitor denied a visit due to their attire shall be given the opportunity to return for the visit, upon dressing appropriately.~~

~~The following guidelines for appropriate dress shall be followed:~~

- ~~• Shoes and shirts shall be worn at all times~~
- ~~• Visitors may not wear pants in a sagging manner (below the hips), or in any manner that exposes the boxers/underwear. Pants shall not extend below the heel of the shoe~~
- ~~• Visitors may not wear clothing with slogans, pictures, or symbols which depict obscenities, vulgarity, racism, mutilation of humans or animals, sexual acts, or gang affiliation (i.e., graffiti or tagging)~~
- ~~• Visitors may not wear clothing that in any way reflects gang affiliation. Examples include:~~
  - ~~◦ A predominance of one particular color clothing and accessories meant to identify that person with a particular gang~~
  - ~~◦ Oversized clothing, tank top undershirts, or athletic jerseys~~
  - ~~◦ Baseball caps with gang initials, insignias, characters, or other indicators~~
  - ~~◦ Rags or handkerchiefs tied around the head~~
- ~~• Visitors may not dress in immodest or sexually provocative clothing, which includes clothing that exposes undergarments or inappropriately exposes the body. Examples include:~~
  - ~~◦ Skirts or shorts worn above mid-thigh, strapless, midriff-exposing, or very low cut tops and blouses~~
  - ~~◦ Bra-less tops meant to emphasize the chest~~
  - ~~◦ Sheer, see-through clothing or lingerie~~
  - ~~◦ Beach or swimming attire~~
  - ~~◦ Clothing generally considered to be sleeping attire~~

### MINORS

~~Legal guardians shall be in possession of court documents confirming their guardianship status at the time of the visit.~~

~~Absent a legal guardian or parent, minors under eighteen (18) years of age who are not the inmate's legal spouse, or children, 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.~~

**All notarized letters allowing a minor to visit an inmate must contain the following information:**

- **The name and booking number of the inmate the minor is requesting to visit**
- **The relationship of the minor to the inmate**
- **The date of the visit**
- **The name of the adult accompanying the minor**
- **The name and contact information of the parent/legal guardian authorizing the minor to visit (Failure to provide a verifiable contact number may be cause to refuse the visiting request)**

**Upon prior request from an inmate, his minor children, over the age of twelve (12) years and under sixteen (16) years, may be permitted to visit unaccompanied by an adult with the prior approval of the facility's unit commander (CDM section 5-10/010.00).**

**Minors between the ages of fifteen (15) and seventeen (17) years old must possess a valid school or government issued form of identification, including, but not limited to:**

- **School identification card for current school year, or no more than the last completed school year**
- **Passport or immigrant visa**
- **State issued driver's license or identification card**

**Acceptable identification for minors must have a photograph of the minor and indicate the minor's name.**

**All U.S. born children under the age of fifteen (15) years must have with them, prior to the visit, a copy of their U.S. birth certificate or court order showing parents' names or legal guardians' names. Hospital issued birth certificates shall not be accepted.**

**All non-U.S. born children shall have with them a foreign passport with supporting documents (e.g., I-94 arrival/departure and U.S. immigrant visa, permanent resident card, or resident alien card).**

**Visitors under eighteen (18) years of age, and married to an inmate, are considered emancipated and do not have to be accompanied by an adult. However, proof of the marriage and proper identification is needed.**

### **VISITING CHECK IN PROCEDURES**

**All visitors requesting access to PDC for the purpose of visiting an inmate shall be security screened.**

**Visitors will enter the main visiting center security screening room and be processed in the following manner:**

- **Visitors shall empty their pockets and place all personal items into a holding box to be x-rayed. The box and all property shall be screened through the x-ray machine and examined by personnel before being returned to the owner.**
- **Visitors shall walk, one at a time, through metal detectors, to be screened. If the visitor cannot**

proceed through the detector without activating the sensors, a hand wand shall be used to identify the object causing the activation.

- Visitors will only be allowed to proceed when personnel are satisfied that no weapons or contraband are present in the visitor's property or on their person. If there is doubt as to whether contraband or weapons may be possessed by the visitor, a personal search, in compliance with Department procedures, shall be conducted.
- Visitors shall fill out a Visiting Request Pass, listing the name and booking number of the inmate they wish to visit. The pass will also include the names of all the visitors (including infants) wishing to enter the property and visit.
- Visitors shall then present themselves to the main visiting processing booth, present their valid identification, and their completed request pass.
- The processing booth personnel shall verify the inmate to be visited is housed at one of the PDC facilities and is eligible for a visit. If the inmate is clear to have a visit, a pass shall be issued.
- The pass shall be stamped in the upper left corner. The stamp shall include the date, number of people in the visitor's party, and the bus number assigned to the visitors. No visitors shall be allowed to be transported to any of the facilities without having this stamp on their pass. If a visitor arrives without the proper stamp, they shall be immediately transported back to the main visiting center sergeant's office. The sergeant shall determine how the person was able to gain access to the facility without the proper authorization.
- Visitors shall be directed to a waiting line where they shall board the contract buses transporting them to the various facilities. Visitors shall enter the bus loading lines at the rear of the line only. Sending family members ahead to hold a place in line is NOT permitted and shall be considered "cutting" the line. Any visitors found to have "cut" into line may have their visit revoked and be asked to leave the property.

Walk-in visits are welcome, but are available on a first come, first served basis and are subject to availability. Due to the high volume of visits, there is no guarantee of same day visits. Visitors shall be encouraged to register in the Inmate Video Visitation System (IVVS) prior to their visit in order to avoid delays and ensure availability.

## **BUS LOADING AND UNLOADING**

Transportation services for all visitors are provided by a chartered bus service. The chartered buses shall be the only means by which visitors will be transported to their respective facilities and back.

Personnel assigned to the bus loading area are responsible for monitoring the bus lines and directing the buses to specific facilities. They shall base their decision on how many visitors are waiting for each facility, as well as how long it has been since visitors were last sent. It is not necessary to wait until a bus can be filled in order to send visitors. Bus loading personnel should also be cognizant that the longer a facility waits to receive a bus, the more backlogged they become with visitors who have completed their visit.

Personnel shall continually roam and monitor the bus lines to ensure visitors stay in order, wait in line, and do not attempt to "cut" in line.

Buses will unload visitors near the “one way” revolving exit gate leading to the visiting center parking lot. Visitors are required to exit this gate. Personnel shall monitor visitors unloading from the returning buses and ensure they exit the facility.

### MOBILITY-IMPAIRED VISITOR ACCOMMODATIONS

Mobility-impaired visitors shall be accommodated at all times. When checking into the main visiting center, all mobility-impaired visitors will shall be allowed to circumvent the general public line and enter the facility by way of the center metal detector corridor. Personnel assigned to the metal detector screening room shall ask all mobility-impaired visitors if they require any assistance with the rest of the check-in process. If an individual requires assistance, the visiting sergeant shall be notified and shall ensure the individual is assisted with the process.

Once checked into the facility, mobility-impaired visitors will shall present themselves to the visiting processing booth in the same manner as the general public.

Upon receiving their stamped pass, mobility-impaired visitors will shall be directed to check in with the bus loading deputies. The bus loading deputies shall allow the mobility-impaired visitors to position themselves at the front of the line where they can easily be contacted.

Service dogs under Titles II and III of the American Disabilities Act (ADA) are allowed to accompany visitors with disabilities. A service animal is a dog that is trained to do work or perform tasks for a person with a disability. Generally, Title II and Title III entities must permit service animals to accompany people with disabilities in all areas where members of the public are allowed entry. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function are to provide comfort or emotional support do not qualify as service animals under the ADA ([https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm)).

The main visiting sergeant shall determine the validity of any service animal and shall ensure the individual is assisted with the visiting process.

The main visiting sergeant or designee shall assist visitors who need help exiting the main visiting center by opening/closing the gate as needed for visitors with objects that will not fit through the turnstile exit (e.g., wheelchairs, strollers, service animals, etc.).

### CLOSING PROCEDURES

At 1340 hours, personnel assigned to the main visiting center shall stop processing appointments and ensure all visitors board their assigned buses as soon as possible. After all visitors have left the visiting center, the main visiting center shall be locked, secured, and searched. A search report shall be entered into the Custody Automated Reporting System (CARTS) and submitted to the visiting sergeant and watch commander. The PDG South Facility Citizen’s Commission on Jail Violence (CCJV) sergeant shall report to the main visiting center to ensure all visitors have access to exit the center after it is closed.

The G-7 personnel shall monitor and provide security at the main visiting center exit and open/close the gate as needed for visitors with objects that will not fit through the turnstile exit. The G-7 unit shall remain at this post until relieved face-to-face by the PDC roving patrol (Adam) unit (i.e., PM shift Adam 7).

Between 1430 and 1500 hours, Adam 7 personnel shall continue monitoring the exit and opening/closing the gate until all visitors have finished their visits and exited PDC property. Once all buses have dropped off visitors, and all visitors have exited the main visiting center, Adam 7 personnel shall contact each facility's main control by telephone to verify no visitors are left behind.

The CCJV sergeant and Adam 7 personnel shall verify all visitors have exited PDC property and each facility has verified no other visitors remain before the main visiting center exit gate is locked and secured. The CCJV sergeant shall notify the PDC South Facility watch commander that the main visiting center is closed and secure. The watch commander shall document in the "Watch Commander Shift Summary" log that the main visiting center is closed, all visitors have left the property, and the main visiting center is secured.

Revision Date 02/18/20

Revision Date 10/23/19

04/15/09 SOUF

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••• 5-06-060 Public Information Plan

Reference: CCR Title 15, Article 4, section 1045;

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PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for establishing and maintaining a public information plan.

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SCOPE OF ORDER:

This order applies to all personnel assigned to and working at Pitchess Detention Center (PDC) South Facility.

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ORDER:

PDC South Facility shall establish and maintain a "Public Information Plan" that will be accessible

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~~for review at any time by any member of the general public. A digital copy shall be maintained in the PDC South Facility share files in the following location: [REDACTED TEXT] and a printed hard copy shall be maintained at South Facility operations, visiting and main control.~~

~~The Public Information Plan shall be reviewed annually and updated as necessary.~~

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## ~~• • Section 7 - Inmate Classification, Processing, and Screening~~

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### ~~• • • 5-07-010 Outgoing Court Line - EM Shift~~

#### ~~PURPOSE OF ORDER:~~

~~The purpose of this order is to establish procedures for outgoing court lines at Pitchess Detention Center (PDC) South Facility.~~

#### ~~SCOPE OF ORDER:~~

~~This order applies to all personnel assigned to and working at PDC South Facility.~~

#### ~~ORDER:~~

~~The early morning (EM) shift watch deputy shall be responsible for preparing and coordinating daily court lists. The watch deputy shall retrieve the facility court list by accessing the Defendant Inmate Movement Management System (DIMMS) report, which is made available at 0001hrs. A Justice Data Interface Controller (JDIC) teletype from Inmate Reception Center (IRC) will be received at 0100 hours, indicating which inmates will be going to court. The watch deputy shall compare the JDIC teletype with the DIMMS report to identify any discrepancies and/or changes in the court list.~~

~~After retrieving the DIMMS report at 0001hrs, the EM watch deputy shall check the housing location of all the inmates listed to ensure they are housed at South Facility.~~

~~After determining which inmates need to be on the court list, the watch deputy shall prepare a master court list. The master court list shall be distributed to the inmate processing area (IPA) personnel and the in/out shack. A copy of the master court list shall be faxed to Correctional Services Transportation (CST) North [REDACTED TEXT] as soon as possible to arrange transportation. After distribution of the master court list, the watch deputy shall prepare compound court lists and ask for a rover to deliver them to each individual compound.~~

~~Compound officers shall wake up the inmates whose names are on the court list for their compound. Personnel shall not wake or disturb inmates whose names do not appear on the court list. Once all inmates from each compound are awake and ready for court, they will be escorted to the IPA and prepared for transportation to court.~~

~~Once all inmates have arrived at the IPA and are ready for transportation to court, IPA personnel shall place them in the appropriate holding areas next to the CST sally port. If any inmates who have~~



court appointments are not present at the IPA, IPA personnel shall notify the respective compound officer(s) to locate the missing inmate(s). Once located, any missing inmate(s) shall be immediately escorted to the IPA by compound personnel.

If an inmate's name is on the court list and they refuse to attend court, they shall be sent to disciplinary housing for delaying operations. Compound personnel shall read the court refusal admonition to the inmate and have them sign a court refusal form. These forms can be found in the following South Facility share folder: [REDACTED TEXT]

The reading of the admonition and signing of the court refusal form shall be video recorded and a copy of the video shall be placed in the following South Facility share folder: [REDACTED TEXT]

A copy of the court refusal form shall be delivered to the IPA deputy so he can give it to CST personnel picking up the inmates with court appointments. The original court refusal form shall be delivered to PDC South main control [REDACTED TEXT] for filing. South [REDACTED TEXT] shall fax the court refusal form to the IRC sergeant's office at [REDACTED TEXT]

During the following day shift, South [REDACTED TEXT] shall contact the court requesting the inmate and notify them of the refusal. If the court advises the inmate is required to attend court, extraction procedures shall apply. See Custody Division Manual (CDM) 7-01/050.00, "Inmate Extractions" through 7-02/000.00, "Planned Use of Force for Inmates with Special Needs."

Revision Date 04/11/23

Revision Date 07/31/19

12/18/96 SOUF

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••• 5-07-020 Processing Release Lines

PURPOSE OF ORDER:

The purpose of this order is to establish procedures to be followed, by each shift, in processing release lines.

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SCOPE OF ORDER:-

This order applies to all personnel assigned to and working at Pitchess Detention Center (PDC) South Facility.

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ORDER:

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PDC South Facility houses inmate workers who work outside PDC South Facility boundaries. This creates constant movement of inmates into and out of the facility [REDACTED TEXT]. Due to this movement, [REDACTED TEXT], PDC South Facility shall not process outgoing lines on AM shift, without the approval of the watch sergeant.

[REDACTED TEXT]

### OUTGOING LINE PROCEDURES

The EM, AM, and PM shift watch deputies shall be responsible for developing and distributing the daily outgoing/release line list. Throughout the day, various inmate transportation request teletypes are received via the Justice Data Interface Controller (JDIC). These teletypes can range from releases, state custody transfers, Immigration and Customs Enforcement (ICE), parole hearings, and programs like rehabilitation. All of these teletypes shall be collected and saved for the PM shift watch deputy. The PM shift watch deputy shall be responsible for reviewing these teletypes and creating an outgoing line list. Any emergency, bond, or time sensitive release teletype shall be handled on a case-by-case basis, in accordance with Department policy.

The outgoing line list shall be created using the outgoing entry form located in the following PDC South Facility share file:

[REDACTED TEXT]

The master file, if used correctly, will provide a breakdown of the total number of inmates leaving PDC South Facility by barrack, as well as give a total inmate count on the outgoing line.

The PM shift watch deputy shall verify that the inmates are housed at PDC South Facility and add the inmates' information to the outgoing line list form. [REDACTED TEXT]

In assigning disposition codes, the watch deputy should use the following guidelines:

[REDACTED TEXT]

### DISTRIBUTION OF THE OUTGOING LINE LIST

Once finalized, a copy of the outgoing line list shall be emailed to the IPA personnel, laundry personnel, range personnel, and PDC ranch kitchen personnel. IPA personnel will be responsible for printing the outgoing line list and distributing a breakdown of individual barrack lists to each respective compound. IPA personnel shall keep an official copy of the list in the IPA and give one copy to each of the transporting Court Services Transportation (CST) crews.

### PROCESSING OUTGOING LINES

When IPA personnel are ready to process the outgoing line, they shall make an announcement to the facility, instructing which compounds are to escort their outgoing inmates to the IPA. Line personnel shall call out inmates by their name and booking number and verify the inmates' identity by checking their wristband. Once the inmates arrive at the IPA, the IPA personnel shall be

responsible for the following:

- Verifying and comparing each inmate's wristband information to the information on the outgoing paperwork
  - If there are any discrepancies, IPA personnel shall immediately notify the watch deputy
  - The watch deputy shall make the final determination as to the inmate's correct booking number
  - If the inmate needs a new wristband, IPA personnel shall replace the wristband before the inmate leaves the facility
- Conducting a search of the outgoing inmates and their property and confiscating all jail issued linen, mattresses, jackets, beanies, thermals, boots, shoes, jackets, and books
- Escorting all outgoing inmates to the CST holding area and preparing them for the arrival of CST
  - All inmates shall be separated according to classification and security concerns
- Conducting a physical count of the inmates (this count should match the number of inmates on the outgoing paperwork)
- Ensuring all paperwork is in the possession of inmates being transferred for the following reasons:
  - Medical — inmates being transferred for medical reasons shall possess a transfer envelope, prepared by medical staff, containing all applicable paperwork and a signed, original copy of any medical or mental observation forms
  - Reclassification — reclass transfers, sent via CST, shall require a teletype issued by IRC classification (this is issued once IRC classification, or a supervisor, has approved the electronic Special Handle Request)
  - Discipline — disciplinary transfers, sent via CST, shall require all paperwork to be faxed to Central Housing Unit (CHU) North, who shall assist PDC South Facility with discipline housing at MCJ (CHU North will issue a transfer teletype for the inmate and coordinate with CHU South to ensure IRC properly routes the inmate(s) to MCJ discipline)
- Posting a copy of the outgoing paperwork on a clip board located in the IPA office (this copy will contain the transporting CST crew number, the number of inmates taken, and all inmates removed [scratched] from the outgoing line)

The watch deputy shall be notified of any changes made to the outgoing line, make the appropriate log entry and adjust the facility count sheet. All inmates on the outgoing line shall be updated to "SOIR" on the [REDACTED TEXT]

Revision Date 03/04/19

05/26/95 SOUF

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••• 5-07-030 Inmate Inventory Audit

**REFERENCE: CDM Section 3-07/000.00, Automated Justice Information System (AJIS) Inmate Inventory Audit**

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**PURPOSE OF ORDER:**

**The purpose of this order is to establish guidelines for ensuring that inmates of high security levels are identified and transferred to an appropriate facility in a timely manner to reduce the likelihood of escapes.**

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**SCOPE OF ORDER:**

**This order applies to the designated Prisoner Personnel Office (PPO) officer, A.M. shift watch deputy, and desk officers at Pitchess Detention Center (PDC) South Facility.**

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**ORDER:**

**The designated PPO Officer will be responsible for purging the recent Automated Justice Information System (AJIS) inmate bail and location inventory daily. The officer will check for security discrepancies such as:**

- **No Bails**
- **High Bails, \$500,000 or higher**
- **Security Level 7 or higher**
- **Keep-aways other than K-3**

**The PPO Officer shall prepare a list of inmates who are identified as security violations and give the list to the on-duty watch deputy. The watch deputy shall arrange for the transfer of all listed inmates to an appropriate facility based on their security and/or classification level.**

**The watch deputy shall check the AJIS System Information (SI01) and Movement Control (MC01) screen to verify the information.**

**The A.M. shift watch deputy will be responsible for compiling the purge list on weekends, holidays, and other days when the PPO Officer is not on duty.**

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**••• 5-07-040 Inmate Demographics Procedures**

**REFERENCE: CDM 3-08/000.00**

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**PURPOSE OF ORDER:**

**The purpose of this order is to establish procedures to be followed by facility personnel to maintain a balanced demographics of inmates housed at the facility.**

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**SCOPE OF ORDER:**

**This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.**

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**ORDER:**

**It shall be the goal of this facility to maintain, as close as possible, the same demographic balance in the living areas of the general population inmates at South Facility.**

**Maintaining this demographic balance is essential for staff safety, inmate safety and welfare, as well as facility security.**

**RESPONSIBILITIES**

**EARLY MORNING SHIFT**

**The Watch Deputy and/or Desk Officer is shall be responsible for creating the demographic report. Once the report is completed, one copy shall be filed in the filing cabinet at the South Facility desk area and one copy is given to the EM Watch Commander.**

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**••• 5-07-050 Reclassification Transfer Request**

**REFERENCE: CDM Section 5-01/010.00**

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**PURPOSE OF ORDER:**

**The purpose of this order is to establish guidelines for inmate reclassification transfers.**

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**SCOPE OF ORDER:**

**This order applies to all personnel assigned to and working at Pitchess Detention Center (PDC) South Facility.**

**ORDER:-**

**The Population Management Bureau (PMB) is responsible for making decisions regarding inter-facility transfers of inmates. Each unit has the prerogative of moving inmates to other facilities for a variety of reasons, including but not limited to, discipline, medical treatment, security reason, etc.**

**The authority to make these decisions rests with the unit commander and their designated representatives, usually the watch commander.**

**All personnel who have requested that an inmate be relocated from this facility to another facility for reclassification, will complete an electronic Special Handling Form, which is accessible on the intranet, accompanied with a Transfer Request form. The watch sergeant or watch commander's approval is required prior to any movement. These forms, along with the inmate's classification papers, will accompany the inmate to their new facility. These documents shall include a complete set of all reports relating to that transfer (e.g., discipline, medical, information reports, etc.) and shall in every instance accompany the inmate back to the Inmate Reception Center (IRC); Attention: Population Management Bureau.**

**Once the Reclassification paperwork has been approved by the PMB, the inmate's Automated Jail Information Screen (AJIS) will be updated. Main Control will then contact the Central Housing Unit (CHU) — North Office, to issue a teletype for transfer.**

**An Adam Unit or first available transport will then transfer the inmate to the facility that was designated by PMB.**

**RESPONSIBILITIES OF LINE PERSONNEL**

- **The reclassified inmate MUST be secured and separated from the General Population.**
- **Line Personnel must complete a Special Handling Form and an IRTS (Inmate Report Tracking System, if applicable).**
- **Watch Sergeant or Watch Commander approval is required.**

**RESPONSIBILITIES OF DESK PERSONNEL**

- **IRC and PMB must be notified of the requested reclassification.**
- **After ALL necessary paperwork has been approved and AJIS has been updated, CHU - North will be contacted for the issuance of a teletype and determine the new housing location.**

**The inmate will then be transferred to their new housing location via Adam Unit or first available transport. All required paperwork must accompany the inmate during their transfer to the next facility.**

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**• • • 5-07-060 Inmate Lower Bunk Assignment Status**

**REFERENCE: CDM 5-03/045.00, "Inmate Lower Bunk and Lower Tier Assignments"**

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**PURPOSE OF ORDER:**

**The purpose of this order is to establish procedures for inmates being assigned to a lower bunk based on a medical need.**

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**SCOPE OF ORDER:**

**This order applies to all deputy and custody assistant personnel assigned to or working at Pitchess Detention Center.**

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**ORDER:**

**Any inmate claiming he needs to be assigned to a lower bunk due to a medical condition shall be referred to Correctional Health Services (CHS) personnel at the South Facility Clinic for verification of the medical need. Once CHS staff determines an inmate has a medical need to be assigned to a lower bunk, they will notify custody personnel. Custody personnel shall assign the inmate to a lower bunk and email the Population Management Bureau (PMB) Classification Unit at [REDACTED TEXT] PMB classification personnel will update the inmate's Automated Justice Information System (AJIS) Inmate Classification IC10 and IC12 screens for tracking the lower bunk assignment status. Only MSB personnel will determine and validate the status of an inmate that needs to be assigned to a lower bunk, not custody personnel. In the event an inmate claims they require a lower bunk, custody personnel assigned to the inmate's housing area shall verify the inmate's lower bunk status on the IC10 and IC12 screens in AJIS.**

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**••• 5-07-070 Inmate Kitchen Worker Screening**

**Reference: CCR Title 15 Section 1230**

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**PURPOSE OF ORDER:**

**The purpose of this order is to establish protocols guidelines for the screening of inmates who workers in the kitchen area work in the Pitchess Detention Center (PDC) ranch kitchen/officers' dining room (ODR) and PDC South kitchen/inmates' dining room (IDR).**

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**SCOPE OF ORDER:-**

**This order applies to all personnel assigned to and working at PDC South Facility, more specifically the classification officer, nursing staff, and all personnel assigned to work in the ODR and IDR.**

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**ORDER:**

**Section 1230 of Title 15 of the California Code of Regulations (CCR) requires the screening of food handlers.**

**ODR and IDR security personnel are responsible for hiring inmates on an as needed basis. Inmates identified as potentially being suitable for work in either the ODR or IDR will, prior to performing any work, be taken for examination and screening by the South Facility clinic nursing staff and classification officer.**

**This inspection consists of a visual inspection of all inmates for signs of scars, infections, or rashes and includes inspection for general cleanliness and hygiene. Secondly, the nursing staff will question the inmates on past and present medical illnesses including hepatitis. Any inmate who does not pass the culinary inspection will not be allowed to work in the kitchen area. There shall be no exceptions to this order, under any circumstances.**

**As part of the culinary inspection, the classification officer shall screen each inmate as outlined in South Facility unit order 5-08-090, Classification Guidelines for Outside Inmate Workers. Additionally a review of each inmate's medical screening information for any pre-disclosed condition which would prevent them from working in the kitchen shall be made.**

**An inmate will not be considered to have passed a culinary inspection until all of the above has been completed. If an inmate, currently working in either the ODR or IDR complains of illness, infection, injury or any other malady, they shall be immediately removed from the culinary line and not allowed to return to work until they are re-screened and cleared for return.**

**Revision Date 01/24/19**

**05/18/95 SOUF**

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**••• 5-07-080 Inmate Classification and Job Placement**

**Reference: CDM 5-01/020.00, CDM 5-01/025.00 Custody Services Division 13-004**

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**PURPOSE OF ORDER:**

**The purpose of this order is to establish guidelines for the placement of inmates to work positions**



at Pitchess Detention Center (PDC) South Facility.

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**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

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**ORDER:**

Inmates are screened and classified by Population Management Bureau (PMB) personnel. PMB determines which facility each inmate will be assigned to. Upon arrival at South Facility, inmates are screened by the watch deputy, as well as the South Facility classification officer to determine suitable housing. PMB and the inmate's housing facility shall maintain records pertaining to housing, discipline, and medical information.

South Facility utilizes inmate workers to assist with the maintenance and other functions necessary to facilitate the operations of a jail. Qualifications for these jobs vary based on each individual job. All inmates will be screened and before they are considered for each position. The assignment of inmate workers at South Facility is conducted by the South Facility classification officer. Following an extensive and thorough check of an inmate's criminal history, inmates who meet the screening criteria will receive job placement and a housing assignment respective to their jobs.

Assignment of inmates to specific jobs (e.g., kitchen, laundry, gardening, etc.) is at the discretion of the personnel in charge of those specific vocations.

Title 15 requires that all food handlers and kitchen workers be medically screened by Medical Services Bureau (MSB) staff (refer to South Unit Order 5-08-070).

Revision Date 02/01/19

09/25/95 SOUF

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••• 5-07-090 Classification Guidelines for Outside Inmate Workers

Reference: GDM 5-01/010.00, 5-01/020.00; Custody Services Directive 13-004

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**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the classification of outside inmate workers.

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**SCOPE OF ORDER:**

**This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.**

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**ORDER:**

**South Facility classification shall follow the below listed guidelines when classifying outside inmate workers:**

- **Review daily incoming transfer lines in order to identify all inmates who are fully sentenced. Confirm sentencing and security status through the Automated Jail Information System (AJIS).**
- **Eliminate all inmates with bails or fines of \$35,000 or more, and any disqualifying arrest charge(s)**
- **Ensure that inmates charged with the following Penal Code offenses are excluded as outside inmate workers:**  
**187, 203, 205, 208, 207, 211, 215, 243(b), 243(c), 243.4, 245, 245C, 261, 288, 286, 289, 290, 311.1(a), 311.2(a)(b)(c) 314, and 647.6(a-d) PC**
- **The following Penal Code sections shall be considered charges of concern:**  
**191.5, 192, 243(e)(1), 261.5, 273d, 273.5, 273.6, 368, 405, 422, 451, 646.9, 853, and 1203 PC**

**NOTE: Inmates with charges of concern may still be considered for outside work if certain circumstances exist (i.e., length of time for the charge, circumstances surrounding the charge, etc.). The hiring of these inmates is at the discretion of classification personnel after their investigation has been completed.**

**CRIMINAL HISTORY AND INMATE INFORMATION CHECKS**

- **In AJIS, run each inmate worker candidate in the SI01 screen, and check their release date, court dates, sentence status, and holds.**
- **Run each candidate in the IC10, IC12, IC01 and IC02 (pre-disclosed medical issues) screens to verify their security level, work release program status, special handling code, employment history, home address, additional information, and if there are any special comments concerning the inmate. Also, obtain the inmate's Criminal Identification Information (CII), Federal Bureau of Investigations (FBI), Social Security, and California Driver License number from this screen.**
- **Run each inmate's CII number in the Regional Allocation of Police Services (RAPS) 1 class screen, FBI, Juvenile Automated Index (JAI) – for inmates who are ages 26 or less, and Consolidated Criminal History Reporting System (CCHRS). Review rap sheets and disqualify any candidates that do not meet the qualifying criteria (i.e., violence, escape, weapons or drugs in custody, etc.)**
- **Run final candidates for outstanding warrants prior to assignment in the IC01 screen for**

~~information and the JDS ISOP MENU for possible warrants. Inmates with warrants less than \$35,000 can be allowed to work on outside work crews.~~

~~Inmates who meet the hiring criteria and are cleared, will be placed on a list to be moved on the same day to an appropriate housing location.~~

~~The next morning, all work crew lists are to be re-checked to confirm the inmate's sentence status, security level, and to confirm the inmate's current housing location.~~

~~Any inmate who leaves the facility shall have his record reviewed to ensure no disqualifying charges, convictions, or information have been added to their records.~~

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~~• • • 5-07-110 Alleged Juveniles in Custody~~

~~Reference: CCR Title 15 Section 1144, CDM 5-02/020.00~~

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~~**PURPOSE OF ORDER:**~~

~~The purpose of this order is to establish guidelines for the identification and temporary housing of alleged juvenile inmates, in accordance with state law.~~

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~~**SCOPE OF ORDER:**~~

~~This order shall apply to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.~~

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~~**ORDER:**~~

~~State law prohibits the housing of juvenile inmates in any location where contact with adult inmates could occur.~~

~~If an inmate housed at PDC South Facility claims to be a juvenile (a person under 18 years of age), or independent information indicates such, the alleged juvenile inmate shall immediately be segregated from all adult inmates, and the watch commander shall be notified.~~

~~A teletype will be sent to the Inmate Reception Center (IRC) so the alleged juvenile inmate can be transferred. The IRC watch deputy shall be contacted by telephone and advised of the alleged juvenile inmate, who shall be transferred to their facility.~~

~~The alleged juvenile inmate shall be transported, via radio car, with extreme priority, to IRC. Under~~

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~~no circumstances shall the juvenile be left in the housing area or among adult inmates.~~

~~In accordance with Custody Division Manual (CDM) section 5-02/020.00, all alleged juvenile investigations shall be conducted by IRC.~~

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## ~~• • Section 8 - Inmate Programs, Services, and Rights~~

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### ~~• • • 5-08-010 Inmate Services Functions~~

~~Reference: CDM 5-13/050.00, 5-13/080.00, 5-13/090.00, 5-13/140.05~~

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#### PURPOSE OF ORDER:

The purpose of this order is to establish guidelines and procedures for services provided to the inmate population housed at Pitchess Detention Center (PDC) South Facility.

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#### SCOPE OF ORDER:

This order applies to all personnel assigned to and working at PDC South Facility.

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#### ORDER:

The Inmate Services Office will answer questions regarding release dates, court appearances, sentence computations and/or holds, as well as provide various forms; i.e., Work Furlough, or Applications, Cop-out sheets, etc. The Inmate Services Officer has the responsibility of updating the Inmate Services bulletin board that exhibits various forms, explains how and where an inmate may acquire them, and lists the court addresses for the various courts throughout the state of California. Inmate Services is also responsible for distribution of inmate mail.

Inmate Services will be responsible for determining inmates who are indigent and eligible for a free personal hygiene kit. A supply of personal hygiene kits are stored in Barrack 40 Inmate Services Office, and are distributed to inmates who qualify as indigent.

Personal hygiene kits consist of the following items:

- One (1) Small Comb
- One (1) Razor
- One (1) Small Toothbrush

- One (1) Small Tube of Toothpaste
- One (1) Small Bar of Soap
- Four (4) Packets of Shampoo
- Four (4) Packets of Conditioner
- Four (4) Packets of Deodorant

Inmates who are deemed indigent will also be issued:

- One (1) Mailing Envelope
- One (1) Sheet of Stationary
- One (1) Small Pencil

Postage stamps are available for indigent inmates through Keefe Corporation Commissary.

Inmate Services dispenses free haircuts to indigent inmates. If an inmate is indigent, he is eligible to receive these free items every two weeks. The Inmate Services Officer will verify the question of indigence by processing all requests for free items through the Department's Intranet site to examine the inmate's financial status. The request will be returned as soon as possible.

Inmate services are conducted Sunday through Friday on AM and PM shift. The following services are provided:

- Dispense free haircut tickets, and respond to all inmate requests regarding court dates, release dates, etc
- Distribute inmate mail
- Provide legal forms and instructions for processing same
- Provide voter registration information and forms
- Provide indigent inmates with personal hygiene kits

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• • • 5-08-020 Inmate Television & Movie Procedures

Reference: CDM 3-17/000.00

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PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the use of the television by the inmates at South Facility.

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SCOPE OF ORDER:

This order applies to all personnel assigned to South Facility.

**ORDER:-**

**The television at the Main Control Desk controls the televisions located in the inmate barracks throughout the facility. The operation of the television, video cassette recorder (VCR) and/or DVD-R shall be the responsibility of the Watch Deputy. The Watch Deputy shall ensure that the television in the inmate barracks shall be on at all times, daily from 0800-2300 hours, with the following exceptions:**

- **Inmate count**
- **Inmate feeding**
- **An inmate disturbance**

**The television may be turned off with the approval of the Watch Sergeant for the following reasons:**

- **Any significant incident as defined in the Custody Division Manual, Section 4-02/00**
- **Any unusual occurrence**

**The programming for televised entertainment will be scheduled weekly by Inmate Services and will be monitored by the respective shift sergeant and Inmate Services Sergeant to ensure the schedule is being adhered to. The Watch Deputy shall post the schedule at the Main Control Desk.**

**All programming shown shall comply with CDM 3-17/000.00, with strict adherence to the following:**

**Department members are prohibited from bringing in, viewing, or playing any of the following movies, while on-duty, within a County facility, bus, or vehicle:**

- **Any movie rated "X" or "NC-17"**
- **Any "R" rated movie, with the exception of those movies provided under — contract, by Swank Motion Pictures Inc., which have been edited for viewing in a custodial environment**
- **Any movie that contains material of a sexually explicit nature**
- **Any movie that has not been rated by or approved for production by the Motion Picture Association of America (MPAA)**
- **Any unrated version of a movie that was formally rated by the MPAA**
- **Any unlicensed, "bootlegged", or otherwise illegally recorded copy of a movie**
- **Any television recordings, home-made videos, or movies not licensed for public viewing**

**The Watch Deputy shall be responsible for strictly adhering to the posted schedule. Any deviation in the scheduled programming requires the permission of the on-duty Watch Commander.**

**All Watch Sergeant and Watch Commander shall be responsible for monitoring the use of the inmate television on a continual basis.**

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**••• 5-08-030 Inmate Purchased Clothing**

Reference: CDM 5-06/010.05

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PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for the use of inmate clothing purchased through the Keefe Corporation.

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SCOPE OF ORDER:

This order applies to shorts inmates are permitted to independently purchase through the Keefe Corporation. Any future articles of clothing added to the Keefe Corporation inmate canteen list will be cause to further amend this order.

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ORDER:

Inmates will be allowed to possess a maximum of two (2) pairs of shorts.

Any inmate who purchases Department approved shorts, through the Keefe Corporation, will be permitted to wear those shorts in the following areas:

- Inside all inmate housing areas (barracks)
- While walking from / to the housing areas to / from the outside recreation area
- While in the outside recreation area

Shorts shall be worn in an appropriate manner, secured at the waist area, and should not be in disrepair. Inmates who wear this attire in a manner contrary to this unit order will be subject to discipline. NOTE: These shorts are considered the inmate's personal property and will not be confiscated due to violations.

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••• 5-08-040 Inmate Movie Loan Program

Reference: CDM 3-17/000.00

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PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for the regulation of inmate video media.

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**SCOPE OF ORDER:**

**This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.**

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**ORDER:**

**Upon request, PDC South Facility may receive 5 Video Home System (VHS) videotapes or 5 Digital Versatile Disc (DVD) movies per week. These movies are provided by the Inmate Services Bureau (ISB), located at the Sherman Block Building for inmate viewing.**

**The movies may be exchanged weekly and inventoried daily by the watch deputy.**

**The watch deputy shall be responsible for the security, control and inmate viewing of the movies.**

**These movies are the property of the ISB and shall not be loaned to anyone for personal use.**

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**••• 5-08-050 Inmate Recreation and Exercise Procedure**

**Reference: CCR Title 15 Section 1065; CDM 5-13/120.00**

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**PURPOSE OF ORDER:**

**The purpose of this order is to establish guidelines for providing inmates with access to recreation and exercise.**

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**SCOPE OF ORDER:**

**This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.**

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**ORDER:**

**Per Title 15, inmates are to receive a minimum of three (3) hours of exercise and recreation over a period of seven (7) days.**

**The inmate recreation yard is the only area at South Facility designated for general population (GP) and inmate worker exercise. It will be open for inmates to use on a pre-scheduled basis, and is**

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subject to closure due to security concerns, inclement weather and operational needs.

Pull-up/dip bars have been installed in each designated MERIT, EBI, and BOT barrack for inmates to use.

The activities of the inmates in the recreation yard will be supervised by the assigned Title 15 yard deputy. The Title 15 yard deputies will refer to the posted, pre-determined inmate recreation yard schedule (see Attachment A), which will be revised on an as-needed basis by the Title 15 sergeant. Inmates scheduled to receive recreation for a particular day will be escorted by the Title 15 yard deputies to and from their respective compound.

In the event any pre-scheduled yard time is cancelled for any reason (e.g., inclement weather, major disturbances, escapes, etc.), and it creates a deficit in the required three (3) hour allotment, every effort shall be made to reschedule those inmates during the next available yard time. The on-duty watch commander shall immediately be notified as to the reason for the cancellation. The Title 15 yard deputy will then immediately document the reason for the cancellation and the name of the watch commander notified in the Uniform Daily Activity Log (UDAL).

Based upon the availability of staffing and security, the inmate recreation yard may be opened during non-scheduled days and/or hours to meet weekly Title 15 compliance requirements.

The PDC South Facility inmate recreation yard provides the following athletic activities:

- Volleyball
- Exercise bars
- Jogging
- Soccer
- Basketball

#### INMATE RECREATION YARD SECURITY

The AM shift supervising line deputy, in conjunction with the Title 15 deputies, shall inspect the interior fence line of the inmate recreation yard each day prior to its opening. The Title 15 deputies will identify, document and remedy any potential security problems before allowing inmates to access the inmate recreation yard.

The Title 15 yard deputies shall be responsible for providing security for inmates utilizing the inmate recreation yard. The Title 15 yard deputies shall conduct random security walks while inmates are in the yard. The Title 15 yard deputies shall request an available compound rover to provide visual security and monitor their activity during the walk.

The Title 15 yard deputies shall conduct and document random searches of inmates throughout their shift.

The Title 15 yard deputies will be responsible for enforcement of jail rules violations of inmates in the yard, including "red line" violations regarding inmates loitering on the yard's interior fence line.

~~All recreation yard activities and/or incidents, including Title 15 compliance, security checks, random inmate searches, inmate injuries, criminal activity, jail rule violations, disturbances, and use of force shall be documented on the Yard Compliance Tracker (see Attachment B).~~

~~ADDITIONAL SECURITY~~

~~The assigned Title 15 yard deputies will make a radio broadcast over his/her Department issued radio, announcing that the inmate recreation yard will be occupied by a particular compound of inmates.~~

~~When the eagle towers positions are staffed, deputies assigned to the towers shall pay particular attention to all fence lines while the inmate recreation yard is in operation.~~

~~Revision Date 04/02/19~~

~~Revision Date 03/01/17~~

~~01/24/95 SOUF~~

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~~••• 5-08-060 Barbershop Operation~~

~~Reference: California Code of Regulations (CCR) Title 15 Section 1267~~

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~~PURPOSE OF ORDER:~~

~~The purpose of this order is to establish procedures for the operation of the facility barbershop and the disbursement of free inmate haircut tickets.~~

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~~SCOPE OF ORDER:~~

~~This order shall apply to all personnel assigned to and working at Pitchess Detention Center (PDC) South Facility, with special attention to custody assistants assigned to Inmate Services.~~

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~~ORDER:~~

~~Per California Code of Regulations (CCR) Title 15, inmates, except those who may not shave for reasons of identification in court, shall be allowed to shave daily and receive hair care services at least once a month. Inmates selected to perform barbering services will be trained and educated in basic hygiene and cleanliness by Inmate Services staff. Inmate Services staff will maintain a posted roster of inmates who have met these requirements. The requirements include how to properly~~

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sterilize barbering equipment and general cleanliness standards. Proper attire will be worn by inmate barbers. A daily inspection of the sink for hot water will be checked by Inmate Services staff.

Barbers are classified as inmate workers and do not earn income for inmate haircuts; however, they shall be compensated for performing haircuts for department personnel. Personnel shall purchase a haircut "chip" from the watch commander or from Inmate Services for \$2.00 per chip. The funds will be collected by the Inmate Service Supervisor at the end of each work week. These funds will be placed on the inmate worker's spending account, for subsequent deposit to the barber's trust account.

Under no circumstances will staff "trade" food or other items for a haircut. All services will be compensated for in the manner described above, without exception. At the end of each work week, a report documenting the total number of paid haircuts and indigent haircuts performed will be given to the Inmate Services Supervisor.

The barbers will report to assigned Inmate Services personnel, who shall supervise them at all times while barbering. Haircuts will be offered by barrack, in a continuously rotating order. Inmate Services shall be responsible for logging which barracks have been offered haircuts to ensure no barrack is skipped, before beginning the rotation again.

Inmates who are eligible and want to go to the barbershop to receive a haircut will be escorted to the barbershop and supervised at all times by Inmate Services personnel.

Inmates deemed eligible to receive haircuts are those who possess a valid haircut ticket that has been purchased or issued due to being indigent.

The Inmate Services officer shall obtain haircut tickets from the warehouse for disbursement to indigent inmates. The Inmate Services officer will verify the question of indigence by accessing and reviewing the requesting inmate's trust account through the "Inmate Balances" query on the intranet. If the requesting inmate is determined to be indigent, a haircut ticket will be issued.

Haircut tickets for non-indigent inmates will be sold by commissary services on a weekly basis.

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••• 5-08-070 Inmate Mail Correspondence

Reference: MPP 5-03/190.00, 5-03/190.25, 5-03/195.00, CDM 5-06/010.00, 5-06/070.00, 5-06/080.00; CCR TITLE 15 Sections 1063 and 1083(h)

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PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the handling of incoming and outgoing inmate mail.

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SCOPE OF ORDER:-

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility, particularly personnel assigned to inmate services.

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ORDER:

PM shift inmate services personnel shall be responsible for all incoming and outgoing inmate mail. When handling inmate mail, all rules and regulations set forth in Section 5-06/070.00 through 5-06/090.00 of the Custody Division Manual (CDM) shall be adhered to.

Outgoing Mail

Inmates shall place all outgoing mail in the inmate mailbox, located in front of Barrack 30. Envelopes shall be placed in the mailbox, unsealed, for security screening. Inmate services personnel shall collect mail on a daily basis, on PM shift.

All outgoing mail shall be checked for contraband, appropriate postage, proper addressing, and protocol. Inmate services personnel shall personally deliver the mail to the PDC main gate by 1700 hours for pick up.

Incoming Mail

Incoming mail shall be dropped off at the in/out shack by the PDC South Facility law enforcement technician (LET) at approximately 1400 hours. The LET shall log the date and time into the mail log kept at the in/out shack.

Inmate services personnel shall retrieve all incoming mail from the in/out shack, separate and inspect it. Inmate services personnel shall separate out all legal mail and check all routine correspondence for contraband. All magazines shall be checked for appropriateness of content.

Once the mail is separated and searched for contraband, inmate services personnel shall deliver all mail correspondence, minus legal mail, to the compounds. All mail delivered to the compounds shall be distributed during AM and PM shift by compound personnel. Mail which is determined undeliverable because the inmate is no longer housed at South Facility, at work, at court, or not responding to personnel (e.g., in shower/restroom etc.) shall be rerouted immediately back to inmate services for further processing. Mail shall not be placed in drawers, cabinets or left unattended at the officer staff stations.

Legal Mail

Legal mail shall be collected and distributed by inmate services personnel. All outgoing legal mail shall be searched, sealed, and initialed per CDM procedures. All incoming legal mail shall be processed per CDM procedures.

### Confidential Correspondence

A confidential correspondence is defined as any inmate correspondence with State and Federal courts, an active member of any State Bar Association, holder of public office, the State Board of Corrections, the unit commander or any official of the Sheriff's Department.

- Personnel shall not read confidential correspondence but shall have the inmate display the contents of the envelope to ensure that no money or contraband is enclosed.
- There shall be no limit to the number of pieces of confidential correspondence sent by an inmate.

### Contraband Received In The Mail

Plastic cards, combs, and pornographic photos or images are considered contraband. Inmates shall respond to the inmate services office to mail home or destroy any contraband found in their mail.

### Limitations On Mail

There is no limitation on the number of personal letters received or sent by an inmate. However, all inmate property, including mail and store items, must fit inside one (1) "new generation inmate property bag." Any amount of correspondence or photographs in excess shall be considered contraband and sent home, or disposed of without compensation, by the inmate.

Permission to write other incarcerated persons, in any institution (County, State, or Federal), is not required. Other institutions may return mail if not in compliance with their rules.

Any "suspicious mail" shall be brought to the attention of the watch commander and shall be processed at his/her direction.

Inmate mail shall not be read by personnel unless there is a valid security reason to justify such action and the unit commander approves.

### Indigent Mail

Inmates who do not have money in their account shall be permitted to request indigent kits from commissary. Commissary shall check the validity of the inmate's request and check the inmate's account. An indigent kit shall be provided which will include writing material. If the inmate receives money on their account during their incarceration, the money shall be deducted appropriately.

Revision Date 06/26/20

09/25/95 SOUF

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• • • 5-08-080 Newspapers, Books, and Periodicals

Reference: CDM 5-06/030.00

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**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the distribution of newspapers, books, and periodicals to inmates housed at Pitchess Detention Center (PDC) South Facility.

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**SCOPE OF ORDER:**

This order applies to all personnel assigned to and working at PDC South Facility.

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**ORDER:**

**NEWSPAPERS**

The Daily News and La Opinion are delivered to PDC South Facility daily. The AM utility crew shall ensure each barrack receives enough newspapers.

**BOOKS AND PERIODICALS**

Inmates shall be permitted to purchase and receive through the U.S. Mail, any book, newspaper, or periodical accepted for distribution by the U.S. Postal Service provided that:

- The publication is not available through the regular Jail Library or vendor services
- The publication is mailed directly from the publisher, bookstore or originates from an approved vendor or distributor
- The publication does not have a hard cover
- The publication does not contain metal or plastic binding
- The publication does not contain any material which:
  - Is pornographic, sexually explicit material that depicts full or partial frontal nudity and/or sexual acts
  - Depicts violent acts, violence, or cruelty to animals
  - Depicts or describes how to create weapons or defeat jail security
  - Depicts or describes how to commit crimes
  - Contains drug or gang-related imagery or content
  - Contains any matter concerning illegal gambling or an unlawful lottery
  - The publication shall be opened and inspected for contraband according to established procedures which may include fluoroscope or x-ray type devices

~~Questionable publications shall be reviewed by the Unit Commander to determine their suitability.~~

~~05/18/95 SOUF~~

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~~••• 5-08-090 Inmate Telephone Procedure~~

~~Reference: GCR Title 15 Section 1067; GDM 5-13/020.00~~

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~~PURPOSE OF ORDER:~~

~~The purpose of this order is to establish procedures for use of the inmate telephones.~~

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~~SCOPE OF ORDER:~~

~~This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.~~

~~=~~

~~ORDER:~~

~~Inmate telephones are installed throughout PDC South Facility, located in groups, halfway between the barracks and the south fence line in each compound. There are additional telephones located in the recreation yard.~~

~~These telephones are equipped for outgoing calls only and do not require any money to contact the operator. All calls must be made by utilizing the services provided by the telephone service provider.~~

~~Inmate telephones are available 24 hours a day, seven days per week. The telephones may be turned off during normal operational activities and emergent occurrences such as lockdown, inmate count, meals, investigations and disturbances. All inmate telephones will remain accessible to inmates at all times, unless there is warranted justification to restrict access or usage.~~

~~In the event inmate telephones need to be turned off, personnel making the request shall notify the watch deputy at PDC South main control (David). The watch deputy shall then notify the watch sergeant or watch commander for approval. Approval to turn off the inmate telephones shall be noted by the assigned watch deputy in the daily desk log.~~

~~South David personnel shall enable/disable the inmate phones using the system control on the web application, which can be accessed with the following link: [REDACTED TEXT] In the event there are problems using the web application, ViaPath tech support can be reached at (800) 646-6283.~~

~~Inmate telephones shall not remain shut off for more than twenty four (24) hours without written approval from the unit commander.~~

~~This unit order exceeds the requirements set forth by the California Code of Regulations (CCR) Minimum Jail Standards, Title 15 Section 1067.~~

~~Revision Date 08/28/18~~

~~Revision Date 03/17/16~~

~~05/18/95 SOUF~~

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~~••• 5-08-100 Inmate Educational Opportunities~~

~~Reference: CDM 5-13/130.00~~

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~~**PURPOSE OF ORDER:**~~

~~The purpose of this order is to establish the hours, location, and curriculum offered by Five Keys Charter Schools, working within the security of Pitchess Detention Center (PDC) South Facility.~~

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~~**SCOPE OF ORDER:**~~

~~This order applies to all personnel, including Five Keys staff, assigned to, and working at PDC South Facility.~~

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~~**ORDER:**~~

~~Educational classes are conducted in Barracks 41, 42 and in the Eddie Compound classroom trailer, Monday through Friday during day shift hours. Vocational education in advanced building, maintenance and construction are conducted at several sites outside security, just south of the facility. Instructors are provided by Five Keys Charter Schools.~~

~~Educational programs are available to all eligible inmates, however, teachers will screen inmates for qualification into the programs. Classes consist of the following:~~

- ~~• English as a Second Language, for Spanish speaking inmates~~
- ~~• Required courses for a general education development (GED) certificate~~
- ~~• Review of educational skills~~



- High school diploma courses
- Vocational training in advanced building maintenance/construction and painting, pet grooming, carpentry, landscape maintenance, and bicycle repair
- Maximizing Education Reaching Individual Transformation (MERIT) programs with emphasis on substance abuse and domestic violence education

When an inmate obtains his GED certificate, forms are supplied by the Education Center to the State. The certificate is registered with the State and the inmate receives a State Certification of Achievement.

Security in the school trailer is provided by periodic checks by the George Compound Deputy. Two Deputies are assigned for security of the vocational school sites.

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• • • 5-08-110 Inmate Library

Reference: CDM Sections 5-09/070.00, 5-13/150.00, 5-13/150.05, 5-13/160.05

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PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for the use of the Inmate Library.

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SCOPE OF ORDER:

This order applies to all personnel assigned to, and/or working at Pitchess Detention Center (PDC) South Facility.

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ORDER:

The inmate library shall share the Eddie Compound trailer (next to the Eddie/George gate) with the medical pill call annex. The medical pill call annex shall occupy the north half of the trailer and the inmate library shall occupy the south half.

Operation of the inmate library shall be the responsibility of the Law Enforcement Technician (LET) assigned to the PDC South Facility's inmate services office. The inmate services LET shall coordinate all book checkout/returns and ensure the corresponding compound personnel document library services in the Uniform Daily Activity Log (UDAL) book.

CHECK OUT

Library books shall be offered to all inmates once per week as long as it does not interfere with

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normal facility operations. Every Tuesday, inmates housed in the Adam, Boy, and Eddie compounds shall have the opportunity to check out one book. Every Thursday, inmates housed in the Henry, King, and Mary compounds shall have the opportunity to check out one book. In the event of unforeseen circumstances (e.g., facility emergencies, lockdowns, etc.) the library schedule may be adjusted to facilitate inmate library access based on facility operations.

Inmates shall only be allowed to check out one book at a time for a period of one week. If a book has been checked out by an inmate, the inmate shall return that book in order to check out another book. An inmate may check out the same book for another week on their weekly checkout day.

When an inmate checks out a book, the LET shall record the inmate's name, booking number, barrack, and bunk number in the library journal.

## RETURN

Inmates do not have to wait for their weekly checkout day to return a book. If they are finished with the book, it may be returned at any time. The inmates shall be instructed to return their checked out book if they know they are scheduled to attend court or be released. If any inmates do not return their books within the allotted week, a list shall be generated by the librarian with the names, barracks, and bunk numbers of all late book holders. An inmate trustee shall collect all late books based on the generated lists.

Inmates caught stealing or damaging library books shall be disciplined according to Custody Division Manual (CDM) 5-09/070.00, "Inmate Discipline Schedule."

## TYPES OF READING MATERIAL AVAILABLE

The following types of books shall be available in the inmate library:

- Non-fiction
- Fiction
- Legal reference
- Religious

## LAW LIBRARY

For Inmates claiming pro-per status, Population Management Bureau (PMB) Custody Housing Unit (CHU) – North shall be contacted. Upon PMB CHU – North's confirmation, the pro-per inmate shall be transferred to and re-housed at Men's Central Jail (MCJ) or Twin Towers Correctional Facility (TTCF), based on the inmate's classification.

Revision Date 05/14/20

01/24/95 SOUF

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••• 5-08-120 Inmate Vending and Vending Machines

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Reference: CDM 5-13/110.00

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PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for inmate use of facility vending machines.

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SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

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ORDER:

Snack and soda vending machines have been placed in various locations at PDC South Facility to ensure every compound has access to them. Each compound contains at least one (1) snack vending machine and one (1) soda vending machine.

The vending machines for the facility will be open throughout AM and PM shifts. The compound officer will close vending during inmate meals, count and as needed for security purposes. Inmates will be provided opportunities on a daily basis to utilize the vending machines with vending cards purchased from commissary.

The manner in which the inmates are called to use the vending machines is as follows:

- The inmates will be advised that vending is available by notifying the inmate dorm representative as well as a verbal announcement.
- Vending machines can only be operated by use of an "Inmate Vending Card." "Inmate Vending Cards" are available for purchase through commissary.
- The inmates will exit the barrack one at a time and advise the compound deputy of their desire to access the vending machines.
- Upon acknowledgment by a deputy or an officer, the inmate may utilize the vending machines. If the compound deputy or officer so chooses, facility personnel may escort inmates to a vending machine as a group. If inmates go to the vending machine as a group, they shall be instructed to line up in the barrack count box. After all of the inmates have lined up the compound deputy or officer will escort the inmates to a vending machine and supervise them until they are finished making their purchase.
- There shall be no limitations on the number of items purchased unless the inmate has excess property as outlined in Custody Division Manual (CDM) Section 5-06/010.00, "Allowable Inmate Property."

The machines are serviced weekly by an approved outside vending company. If there is a

malfunction with the vending machine, compound personnel shall notify the Inmate Services staff so they can refer the problem to the Title 15 office or Title 15 Sergeant.

If inmates experience problems with their vending card they shall complete an Inmate Request Form (SH-J-437) outlining their issue. Inmates will then put the vending card in an envelope provided by Inmate Services, with their name, booking number, housing location and problem written on the envelope. The envelope will then be placed into an opening inside the vending machine for the vending company to collect and resolve the problem.

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• • • 5-08-130 Commissary Procedures

Reference: CDM 5-13/110.00, 5-12/000.00

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PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for the operation of commissary services.

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SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

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ORDER:

Commissary is available to all inmates on Wednesday evenings of each week. Every Monday morning, a sufficient number of commissary scantron order forms will be distributed to each barrack by Inmate Services personnel. The forms will be retrieved by Inmate Services personnel on Tuesday PM shift, prior to 1900 hours, and placed in the "In-and-Out Shack" for collection by the commissary employees.

DEPUTY RESPONSIBILITIES

Commissary employees shall enter and exit the facility through the Court Services Transportation Bureau (CST) sallyport. The assigned "In-and-Out Shack" deputy shall communicate, over their department issued radio, with compound staff and the Inmate Processing Area (IPA) deputy(s) when commissary employees are ready to enter the Facility. When entering/exiting the CST sallyport, commissary employees shall be met and supervised at all times by the IPA deputy(s). When exiting the facility, the commissary carts shall be searched by IPA Deputy(s), upon arrival in the CST sallyport. This search process shall be communicated with the "In-and-Out Shack" deputy, prior to commissary employees exiting the Facility.

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**DISTRIBUTION OF COMMISSARY ITEMS**

**Once inside security, compound staff shall meet and escort commissary employees to and from their compound for product distribution. Compound staff shall continuously provide security to commissary employees and shall not leave them alone with any inmate(s) at any time. During distribution of commissary items to the individual barracks, the following procedures shall be followed:**

- **All inmates will be instructed by compound staff to sit on their assigned bunks.**
- **Inmates will be called to the front of the barrack in an orderly fashion, and commissary items will be given to the inmate by the commissary employee. Wristband verification shall be conducted for each inmate prior to receiving commissary items.**
- **All commissary operations (including which barrack(s) received commissary) shall be recorded, with the time each barrack received commissary, in each compound's respective Uniform Daily Activity Log (Title 15 Book).**

**INMATE SERVICES OFFICERS' RESPONSIBILITIES**

**An officer from Inmate Services will be assigned as a liaison to the commissary employees to address any complaints or immediate concerns.**

**Inmates who have concerns or general complaints regarding their commissary orders may address them on a commissary complaint form, which is provided by the commissary employee. These complaints will be directly handled by the corporation and not the Sheriff's Department. If there is an immediate complaint involving a Sheriff's Department employee related to commissary services, then the inmate will submit an Inmate Grievance Form (SH-J-420) or Inmate Request Form (SH-J-437), which will be handled in accordance with volume 8 of the Custody Division Manual (CDM).**

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**• • • 5-08-140 Religious Services**

**Reference: Title 15, Section 1072; CDM 3-05/030.00 and 5-13/100.00**

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**PURPOSE OF ORDER:**

**The purpose of this order is to establish guidelines for the scheduling of religious services. Inmate attendance will satisfy the facility obligation to follow the regulations outlined in Title 15, Section 1072.**

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**SCOPE OF ORDER:**

**This order applies to all personnel assigned to and working at Pitchess Detention Center (PDC) South Facility.**

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**ORDER:**

**Church services are conducted as scheduled by Religious and Volunteer Services (RVS). A schedule of services is posted to indicate the location, time, type of service, and barrack population allowed to attend. Services are conducted in the chapel. The types of services include Catholic, Christian Science, and Protestant in both English and Spanish. The occupancy for each service is restricted by fire code, and designated barracks are scheduled throughout the week to provide all inmates an opportunity to attend church services.**

**To reduce the amount of contraband passed between inmates, the upper compounds (barracks 30-38) which houses general population (GP) inmates, and the lower compounds (barracks 43-51) which houses working inmates, shall not attend religious services at the same time.**

**All inmates attending religious services shall line up in the count box upon notification of the service. Inmates shall be escorted to and from the chapel by RVS or South Facility personnel.**

**During AM shift, Henry Compound personnel shall monitor inmate traffic going into and coming out of the chapel, at specific times. Henry Compound personnel shall periodically monitor inmates during church services. During PM shift, the personnel assigned to Eddie Compound and the Inmate Processing Area (IPA) shall monitor inmates during church services.**

**Jewish services for the holy days are conducted by special arrangement at North County Correctional Facility. The Rabbi will respond to South Facility for counseling upon request.**

**The chaplains at South Facility will schedule and conduct individual counseling upon request.**

**Death notifications and notifications of inmate family emergencies are conducted by the chaplains. Funeral visitation privileges, if authorized, are handled through the RVS Protestant Chaplains' office at Men's Central Jail.**

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**••• 5-08-150 Alcoholics, Cocaine, and Narcotics Anonymous**

**Reference: CDM 3-10/010.00**

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**PURPOSE OF ORDER:**

**The purpose of this order is to establish guidelines for the scheduling and conducting of Alcoholics Anonymous (AA), Cocaine Anonymous (CA), and Narcotics Anonymous (NA) meetings (Family Services).**

**SCOPE OF ORDER:**

**This order applies to all personnel assigned to and working at Pitchess Detention Center (PDC) South Facility.**

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**ORDER:**

**AA, NA and CA meetings will be held, as presented by the respective agencies. South Facility personnel shall make every possible effort to provide adequate meeting areas and personnel to accommodate any meeting request. All meetings will be held in the school trailer or recreation trailer.**

**AA, CA, and NA members consist of one (1) panel leader and one (1) to three (3) group members. All members of the panel must present a valid picture identification and are subject to search before and after their meeting. The members must be advised that there is absolutely no physical contact with the inmates.**

**A public address announcement will be made by the main control officer for all inmates wishing to attend an AA, CA, or NA meeting to report to the designated site. Inmate attendance will be allowed from either the upper or lower compound and both shall have equal opportunity to attend.**

**Inmates attending the meeting are allowed to receive books, brochures, and other reading material pertaining to AA, CA, or NA. No items other than program related reading material and forms will be allowed to be passed.**

**Security detail for the meetings will be provided by the assigned compound officer or an available compound officer.**

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**• • • 5-08-160 Prison Rape Elimination Act (PREA) Prevention of Sexual Assault and Abuse**

**Reference: GDM 3-04/025.00, 4-07/015.00; MPP 4-01/020.60, 5-09/350.00, 5-09/350.05; PREA Public Law 108-79**

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**PURPOSE OF ORDER:**

**The purpose of this order is to establish guidelines to prevent sexual assaults on inmates and facilitate the treatment needs of inmates who have been sexually assaulted at Pitchess Detention Center (PDC) South Facility as mandated by the Prison Rape Elimination Act.**

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**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to, and working at PDC South Facility.

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### ORDER:

It is policy of South Facility to establish effective procedures that enhance the ability to identify and prevent sexually assaultive behavior among inmates housed at this facility. South Facility's policy will be consistent with the "Prison Rape Elimination Act" (PREA), for the purpose of minimizing the number of sexual assaults by inmates or staff on other inmates.

The PREA addresses physical assaults by force, threats or extortion. Sexual conduct between inmates and staff members, volunteers, contract personnel or other inmates, regardless of consensual status, is prohibited and subject to administrative and/or criminal actions.

### DEFINITIONS

#### Inmate-on-Inmate Sexual Abuse/Assault:

One or more inmates engaging in, or attempting to engage in a sexual act with another inmate. One or more inmates using threats, intimidation, inappropriate touching or other actions to coerce another inmate to engage in a sexual act.

#### Staff-on-Inmate Sexual Abuse/Assault:

One or more staff members, volunteers or contract personnel engaging in, or attempting to engage in a sexual act with any inmate. One or more staff members, volunteers, or contract personnel inappropriately touching of an inmate with the intent to abuse, humiliate, harass, degrade, arouse or gratify the sexual desire of any person.

### PROCEDURES

All staff members are responsible for being alert to signs of potential situations in which sexual assaults could occur and immediately referring cases of sexual abuse/assault to a supervisor.

Any sexual related crime involving inmates requires immediate verbal notification to Custody Investigative Services Unit (CISU). A supervisor shall then notify Custody Support Services (CSS) and the PREA Coordinator with a Memorandum (SH-AD-32A) via email to [REDACTED TEXT]. Due to confidentiality concerns, any other notifications shall be "on a need to know basis" only.

A victim of sexual abuse/assault will be evaluated by medical staff for potential referral to the appropriate county contracted medical facility. A supervisor will ensure the medical facility complies with the Sexual Assault Rape Treatment Protocol (SART), is equipped (in accordance with state Law), properly trained and certified to evaluate and treat sexual assault victims.

If a sexual assault occurred within 96 hours, the inmate shall be transported to the nearest county contracted hospital for treatment and/or a forensic examination. If the suspect is an inmate in a



Custody Services Division facility, and the assault occurred within 96 hours, the suspect shall also be transported to the nearest county contracted hospital, separate from the victim for a forensic examination (refer to Manual of Policy and Procedures (MPP) 5-09/350.05 "Responsibilities of Station/Unit Personnel and Responding Deputies on Rape and Sexual Assault Cases").

If an inmate victim or suspect is being transported to a hospital for an examination, custody personnel should ensure that they do not bathe, brush their teeth, eat or drink anything, and should avoid, if possible, letting them use the restroom.

Custody personnel shall ensure that any available evidence is collected and handled appropriately.

### Program Coordination

The unit commander has assigned the health services administrator (Sergeant), and the training sergeant overall responsibility for ensuring all elements of the program are met in a coordinated fashion. Specific program elements include:

- Educating and training staff to access and identify inmates who are at high risk for sexual abuse/assault
- Counseling of inmates identified as high risk with a history of sexually assaultive behavior
- Investigating, disciplining, and/or prosecuting perpetrators of sexual assault

### Prevention

All staff members are responsible for being alert to signs of potential situations in which sexual assaults might occur.

### Staff Training

Training on the facility's Sexual Abuse/Assault Prevention and Intervention Program shall be included in training for employees, volunteers or contract personnel.

### Training shall include:

- Definitions and examples of prohibited and illegal behavior
- Prohibitions on retaliation against inmates and staff who report sexual abuse
- An understanding that sexual abuse or assault is never an acceptable consequence of incarceration
- Recognition of situations where sexual abuse or assaults may occur
- Recognition of the physical, behavioral, and emotional signs of sexual abuse or assaults and ways to prevent such occurrences
- The investigation process and how to ensure evidence is not destroyed
- The documentation and referral procedures of all allegations or suspicions of sexual assault

### Intervention

Staff members shall monitor inmate housing areas for signs of passive or aggressive sexual

behavior. Staff members shall report any behavior they believe may be symptomatic of a sexual abuse/assault or extortion case to their immediate supervisor immediately upon being made aware of the situation. The supervisor shall ensure the crime is investigated and that the watch sergeant and the watch commander are notified.

### Processing Requests

An investigation can be requested by anyone who has information or knowledge that an inmate may be in need of protection. The information can be reported by the victim inmate, other inmates, family members or civilian workers/volunteers. When any allegation of sexual assault is received, the victim inmate will be offered immediate protection and taken to the clinic for a medical evaluation by medical staff. The watch sergeant and the watch commander will be notified of the incident.

When a staff member, civilian/contract worker, or volunteer is alleged to be the perpetrator of a sexual abuse/assault, the watch commander shall be notified immediately. The watch commander shall contact the South Facility unit commander and advise them of the situation. An investigation shall be conducted to determine the validity of a staff-on-inmate sexual abuse allegation. A comprehensive inquiry shall include, but not be limited to:

- The securing of the alleged crime scene, if appropriate
- The review of any available CCTV or handheld video footage
- Interviewing any available witnesses

Should the preliminary information gathered present any validity to the allegation, the unit commander shall be notified immediately. The unit commander shall then consult with the Internal Criminal Investigations Bureau (ICIB) and respective Custody Services Division Chief for further direction.

All staff-on-inmate sexual abuse or harassment allegations, whether conveyed verbally or in writing, shall be processed and handled administratively as an inmate grievance against staff per CDM section 8-03/040.00, "Grievances Against Staff." Grievances shall be entered into the Custody Automated Reporting and Tracking System (CARTS) as a "Grievance Against Staff" and a reference number assigned

### Tracking Sexual Assaults

All inmate sexual abuse allegations/assaults shall be documented in an Incident Report (SH-R-49) and assigned to the Jail Investigations Unit (JIU). In instances of staff-on-inmate sexual abuse allegations a SH-R-49 shall only be written with the approval of the PDC South unit commander.

Investigative files will be maintained at the appropriate investigative unit and will include copies of:

- All reports and investigations
- Approved medical forms
- Supporting memos and videotapes
- All evidentiary materials pertaining to the allegation

**Inmate Education**

**As part of the inmate orientation program, all inmates will receive information on sexual abuse/assault. Inmates will receive the below listed information:**

- **Prevention and intervention**
- **Definitions and examples of sexual abuse**
- **Staff involved inmate sexual abuse and coercive sexual activity**
- **Reporting sexual abuse or assault and the investigation process**
- **Self-protection/prohibition against retaliation**
- **Treatment and counseling**

**NOTE: Consensual sexual acts amongst inmates are not considered PREA incidents, but shall be considered a violation of jail rules. Inmate-on-staff sexual abuse incidents are also not PREA incidents, but shall be criminally investigated and documented on an Incident Report (SH-R-49).**

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**• Chapter VI Duty Statements**

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**• • Section 01 Supervisors**

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**• • • 6-01-010 Operation Lieutenant Duties**

**Los Angeles County Sheriff's Department**

**Duty Statement: #6-01-010**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**PITCHESS DETENTION CENTER**

**SOUTH FACILITY**

**Effective Date: 08-16-18**

**Revision Date:**

**Review Date: 08-16-20**

**Subject: Operations Lieutenant Duties**

Reference:

Unit Commander Signature:

Date:

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**PURPOSE OF ORDER:**

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**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility operations lieutenant.**

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**SCOPE OF ORDER:**

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**This order applies to all personnel assigned to, and working at PDC South Facility.**

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**ORDER:**

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**The operations lieutenant shall report to the PDC South unit commander. The primary duty of the operations lieutenant is to assist the captain in the administration and operation of the facility. The operations lieutenant shall augment the position of watch commander during personnel shortages and overtime reduction.**

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**The responsibilities of personnel assigned as operations lieutenant shall include, but not be limited to the following:**

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- **Assist the unit commander in the administration and operation of the facility**

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- Acts as unit commander in the unit commander's absence

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- Supervise subordinate personnel

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- Critically appraise and recommend dispositions on force packet reviews

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- Act as chairperson of the employee fund

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- Enforce policies and regulations of the Department and the Division

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- Conduct special investigations

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- Review all incoming and outgoing correspondence and reports to ensure adherence to Department policies and make routing assignments

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- Produce reports and recommendations

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- Act as a liaison with the community

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- Assume responsibility for the welfare and safety of inmates assigned to the facility

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- Assume responsibility for the welfare and safety of employees

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- Work as watch commander when another employee with the rank of lieutenant is not available

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- Oversee personnel issues, complaints and programs

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Counsel and assists personnel (see collateral and regular duty roster)

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*\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

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08/16/18 SOUF

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• • • 6-01-020 Operations Sergeant Duties

Los Angeles County Sheriff's Department

Duty Statement: #6-01-020

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 08-16-18

PITCHESS DETENTION CENTER

Revision Date:

SOUTH FACILITY

Review Date: 08-16-20

**Subject:** Operations Sergeant Duties

Reference:

Unit Commander Signature:

Date:

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**PURPOSE OF ORDER:**

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**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility operations sergeant.**

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**SCOPE OF ORDER:**

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**This order applies to all personnel assigned to, and working at PDC South Facility.**

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**ORDER:**

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**The PDC South operations sergeant shall be responsible to the PDC South operations lieutenant and the PDC South unit commander.**

**The primary duty of the operations sergeant is to assist the operations lieutenant and the unit commander in the administration of the facility. The operations sergeant shall augment line supervision during personnel shortages and overtime reduction.**

=

**The responsibilities of personnel assigned as operations sergeant shall include, but not be limited to the following:**

=

- ~~**Aid the operations lieutenant and unit commander in the daily operation of the facility by ensuring Departmental objectives, goals and mission are achieved and coordinating the efforts of line supervisors**~~
  - =
- ~~**Act as the operations lieutenant in his or her absence**~~
  - =
- ~~**Supervise line personnel in the absence of normally scheduled supervisors**~~
  - =
- ~~**Track all force investigations, supervisory inquiries, unit level investigations, and administrative investigations**~~
  - =
- ~~**Proofread and correct inquiries and investigations**~~
  - =
- ~~**Recommendation of Disposition**~~
  - =
- ~~**Complete disposition as directed**~~
  - =
- ~~**Maintain liaison with administrative staff of other Department units and other agencies (e.g., municipal, county, state, federal, outside vendors, public etc.)**~~
  - =
- ~~**Prepare, oversee and allocate the facility's budget**~~
  - =
- ~~**Services and supplies**~~
  - =
- ~~**Personnel and strength**~~
  - =
- ~~**Advise the operations lieutenant and unit commander regarding**~~
  - =



- Project analysis and preparation

=

- Services and supply expenditures and status

=

- Personnel and overtime budget expenditures and status

=

- Civil claims requests and responses

=

- Inmate complaint tracking and status

=

- Coordinate the transfer of personnel assigned to the facility

=

- Monitor sworn and civilian item control

=

- Direct the assignment and tracking of employee evaluations

=

- Specify supervisor assignments

=

- Proofread and correct all employee evaluations submitted

=

- Review all daily reports, memoranda and correspondence prepared by facility personnel

=

- Proofread

=

- Approve

=

- Distribute/route appropriately

=

- Complete required reports and projects

=

- Staffing

=

- Absence follow-up

=

- Personnel staffing and overtime

=

- Civil claims research and responses

=

- Management reports

=

- Risk management reports

=

- Subpoena control

=

- Internal control and certification program

=

- Administration of Bonus I testing

=

- Act as custodian of records for PDC South

=

- Research and respond

=

- Testify in Court Proceedings

=

- Documents maintained at the facility

=

- Coordinate for documents maintained at other units

=

- Perform unit specific duties

=

- Security of facility keys

=

- Supervise clerical staff

=

- Command inspection coordinator

=

- Employee fund review and audit

=

- Fixed asset control and audit

=

- Occupational safety

=

- Watch commander service comment program

=

- Computer systems

=

***\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on***

***upholding respect and professionalism, even in situations where authoritative action or force is required.***

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**08/16/18 SOUF**

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**••• 6-01-030 Watch Commander Duties**

**Los Angeles County Sheriff's Department**

**Duty Statement: #6-01-030**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**PITCHESS DETENTION CENTER**

**SOUTH FACILITY**

**Effective Date: 08-16-18**

**Revision Date:**

**Review Date: 08-16-20**

**Subject:** Watch Commander Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

=

=

**PURPOSE OF ORDER:**

=

**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility watch commander.**

=

**SCOPE OF ORDER:**

=

**This order applies to all personnel assigned to, and working at PDC South Facility.**

=

**ORDER:**

=

**The PDC South Facility watch commander shall be responsible to the PDC South unit commander.**

=

**The responsibilities of personnel assigned as watch commander shall include, but not be limited to the following:**

=

- **Be responsible for the overall management of the activities of deputy personnel and supervisors in a medium security custody facility by planning, organizing, directing, inspecting, coordinating, delegating, staffing, reporting, and reviewing subordinates' activities**

=

- **Assume responsibilities for maintaining a high level of safety and security for both employees and inmate, while ensuring compliance with Federal, State, and local laws, court orders, Department policy and procedures, Division policy and unit policy**

=

- **Conduct administrative and preliminary criminal investigations concerning the use of force, violations of law or violations of Department policies and procedures by sworn and civilian employees**

=

- ~~Conduct facility inspections to ensure compliance with mandated jail regulations and adequate security levels and take corrective action when inadequacies are discovered~~  
=
- ~~Ensure adequate staffing for the next shift~~  
=
- ~~Review and approve reports submitted by subordinates concerning the use of force, incidents of significant nature, arrests and inmate discipline, transfers or reclassification~~  
=
- ~~Assume the role of incident commander during major incidents such as riots, earthquakes, fires, escapes, evacuations, and hazardous material spills~~  
=
- ~~Act as the first assistant to the Unit commander at his direction in matters concerning employee misconduct, special projects, or representation on committees~~  
=
- ~~Ensure that inmates ordered for court are accurately identified and expeditiously delivered to court transportation buses~~  
=
- ~~Evaluate performance of sergeants~~  
=
- ~~Ensure sworn personnel are adequately trained to complete their assigned tasks and function in emergency situations~~  
=
- ~~Control deployment, approval of time off and expenditure of overtime funds~~  
=
- ~~Review, investigate, and attempt to resolve inmate complaints~~  
=
- ~~Actively work with peers to address problems of mutual concern~~  
=
- ~~Control entries of money and valuables into the unit safe~~

=

- Keep Unit commander apprised of significant matters

=

- Assume the role of watch commander at other facilities during periods of manpower shortages

=

- Maintain a shift log and make significant notifications to Department executives

=

- Act as commanding officer in the absence of the captain and operations lieutenant

=

- Exercise direct supervision of two sergeants and functional supervision of all support services (e.g., education, medical, chaplains, culinary, clerical, etc.)

=

*\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

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08/16/18 SOUF

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••• 6-01-040 Watch Sergeant Duties

Los Angeles County Sheriff's Department

**Duty Statement: #6-01-040**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 08-16-18**

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

**Review Date: 08-16-20**

**Subject:** Watch Sergeant Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

=

=

**PURPOSE OF ORDER:**

=

**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility watch sergeant.**

=

**SCOPE OF ORDER:**

=

**This order applies to all personnel assigned to, and working at PDC South Facility.**

=

**ORDER:**



=

**The PDC South Facility watch sergeant shall be responsible to the PDC South watch commander.**

=

**The responsibilities of personnel assigned as watch sergeant shall include, but not be limited to the following:**

=

- **Review shift in-service at beginning of shift**

=

- **Ensure the in-service meets the minimum staffing needs**

=

- **Notify the watch commander if overtime may be necessary due to a staffing shortage (e.g., Henry Mayo security, etc.)**

=

- **Get the facility inmate count, from the watch deputy, for the shift in-service and the watch sergeant information board (white board)**

=

- **Have the shift watch commander review the in-service for approval prior to making copies**

=

- **Check-in/out table**

=

- **Sit in the main hallway and check in/out the personnel as they pass by**

=

- **Have the incoming shift personnel sign the time card**

=

- **Check the uniform appearance and grooming as the personnel are checking in**

=

- **When the check-in is complete, update the shift in-service if changes were made**

=

- Submit “final time copy” in-service to the watch commander for signature

=

- Put a copy of the shift in-service on the “30-day in-services” board in the watch sergeant’s office

=

- Control bachelor officer’s quarters (BOQ) key log

=

- Ensure all keys that were checked out by the oncoming shift’s employees were turned in to the BOQ key box (done at the beginning of the shift after employee check-in)

=

- When an employee checks out a BOQ room key, ensure it’s written on the log sheet, combined with your (sergeant’s) initials

=

- Monitor facility count time

=

- Body counts (0300, 0700, 1500, and 2300hrs)

=

- Wristband count (2200hrs)

=

- If there is a problem with the facility count clearing in a timely manner (15-25 minutes for a body count), call the watch deputy to determine which compound(s) are not clearing

=

- Assist the problem compound(s), as needed, to expedite the process

=

- If the problem compound(s) exhaust all avenues for clearing the count, immediately order the watch deputy to “lock down” the facility and begin the process for a wristband count

=

- ~~If there appears to be an inmate escape, and not just an out-of-count problem, order the watch deputy to advise the other PDC facilities and have them “lock down” until a complete wristband count clears~~

=

- Brief personnel

=

- ~~Conduct regular shift briefings (either admin building briefing room or Eddie Compound briefing room)~~

=

- ~~Discuss facility topics or concerns~~

=

- ~~Discuss departmental topics and issues~~

=

- ~~Ensure expectations of shift personnel are clear~~

=

- ~~Conduct shift trainings (as time permits)~~

=

- ~~Supervise report writing~~

=

- ~~Monitor inmate contacts and searching~~

=

- ~~Conduct patrol scenarios, etc.~~

=

- ~~Submit a South Facility briefing roster to scheduling/training detailing what was briefed/trained~~

=

- Check the Inmate Report Tracking System (IRTS)

=

- Review and approve all reports

=

- Check to see if any inmates are due to meet with the discipline review board (DRB) (between 24-36 hours from time of the violation, unless a "time waiver" was signed by the inmate)

=

- If you DRB an inmate, complete the DRB section on the IRTS entry detailing the number of days (if any) the inmate will spend in discipline, loss of good time/work time (if any) or any other recommendations you may have for the inmate

=

- Check watch sergeant in-tray

=

- Review and approve all shift vehicle inspection sheets

=

- Review and approve the prior shift's Adam unit logs

=

- Review and approve all incident reports (SH-R-49), inmate injury reports, and search reports

=

- If any reports or logs need corrections, email the employee of the report problems and place the report in the "rejected reports" tray in the watch sergeants office

=

- Review the next shift's in-service

=

- Update with any sick call-in's

=

- Ensure the in-service meets the minimum staffing needs

=

- Advise the watch commander if overtime may be necessary due to a staffing shortage

=

- Get the facility inmate count, from the watch deputy, for the shift in-service and the watch

sergeant information board (white board)

=

- Print the in-service and leave it on the Watch Sergeant's desk for the on-coming watch sergeant to review

=

- Supervise inmate meals (0700, 1130 and 1630hrs)

=

- The 0700 hour and 1130 hour feedings are sack meals and a cold milk or juice served in each compound

=

- The 1630 hour dinner feeding is a hot meal served in the inmate dining room (IDR) (except when it is raining or there is a facility security issue, the inmates would be fed inside their barracks)

=

- The watch sergeant is to be inside the IDR for the 1630 hour meal

=

- Ensure all compound personnel assigned to work inside the IDR are inside and spread out

=

- Ensure all inmates are given fifteen (15) minutes to eat their meal — while at the table (a slow table is available if more time is needed)

=

- The line sergeant and the line senior are to be on the compound while the inmates are walking from their barrack to/from the IDR

=

- Complete Title-15 inmate interviews

=

- All supervisors are required to complete twelve (12) Title-15 inmate interviews each quarter

=

- The Title-15 supervising line deputy will put them in your mailbox at the beginning of each quarter

=

- Monitor inmate security levels

=

- Inmates with a security level of eight (8) or nine (9) are not housed at South Facility

=

- Security levels one (1) through four (4) cannot be housed with security levels five (5) through seven (7) with the exception of Henry compound (The Merit Program in Henry compound can house security levels 1 - 7 together)

=

- Monitor employee breaks

=

- Personnel are entitled to a forty (40) minute break during the shift, if time permits

=

- There are some days where it's too busy for taking breaks

=

- Personnel taking a break shall sign in/out on the break list located in the lobby of the watch sergeant's office

=

- Personnel taking a break shall document where they intend to take their break (e.g., officer's dining room)

=

Note: On shifts where you are assigned as the watch and line sergeant, you are responsible for conducting both the watch and line sergeant duties.

=

\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

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**08/16/18 SOUF**

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**6-01-050 Line Sergeant Duties**

**Los Angeles County Sheriff's Department**

**Duty Statement: #6-01-050**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**PITCHESS DETENTION CENTER**

**SOUTH FACILITY**

**Effective Date: 08-16-18**

**Revision Date:**

**Review Date: 08-16-20**

**Subject:** Line Sergeant Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

=

=

**PURPOSE OF ORDER:**

=

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility line sergeant.

=

SCOPE OF ORDER:

=

This order applies to all personnel assigned to, and working at PDC South Facility.

=

ORDER:

=

The PDC South Facility line sergeant shall be responsible to the PDC South watch commander.

=

The responsibilities of personnel assigned as line sergeant shall include, but not be limited to the following:

- =
- Review Shift In-service at Beginning of Shift
  - Ensure the in-service meets the minimum staffing needs
  - Advise the watch commander if overtime may be necessary due to staffing shortage (e.g., Henry Mayo security, etc.)
  - Get the facility inmate count, from the watch deputy, for the shift in-service and the watch sergeant information board (white board)
  - Have the shift Watch Commander review the In-Service for approval prior to making copies
- =



- **Facility Count Time**

=

- **Body counts (0300 hours, 0700 hours, 1500 hours, 2300 hours)**

=

- **Wristband count (2200 hours)**

=

- **If there is a problem with the facility count clearing in a timely manner (15-25 minutes for a body count), call the Watch Deputy to determine which compound(s) are not clearing**

=

- **Assist the problem compound(s) as needed, to expedite the process**

=

- **If the problem compound(s) exhaust all avenues for clearing the count, immediately order the Watch Deputy to 'Lock Down' the facility and begin the process for a wristband count**

=

- **If there appears to be an inmate escape, and not just an out-of-count problem, order the Watch Deputy to advise the other P.D.C. facilities and have them "Lock Down" until a complete wristband count clears**

=

- **Brief Personnel**

=

- **Conduct regular shift briefings (either Admin Building briefing room or Eddie Compound briefing room)**

=

- **Discuss facility topics or concerns**

=

- **Departmental topics and issues**

=

- **Ensure your shift expectations are clearly spelled out**

=

- Conduct shift trainings (as time permits)  
=
- Report writing  
=
- Inmate contacts and searching  
=
- Patrol scenarios, etc.  
=
- Submit a South Facility briefing roster to Scheduling/Training detailing what was briefed/trained  
=
- Tasers  
=
- One deputy from each compound shall carry a taser (not on their gun side)  
=
- Review the watch deputy's key and taser log. Ensure each key block and taser are accounted for on your shift  
=
- Title 15 Books (Unit Daily Activity Log)
- Check the Title 15 books for each compound on each shift  
=
- Review that all areas are properly and accurately completed. (Be sure the temperature was taken and logged for each barrack)  
=
- Your signature is required for each shift  
=
- Inmate Request Forms

=

- Pick-up inmate request/complaint forms at least one time during each shift  
=
- Review and separate the inmate request/complaint forms  
=
- Basic inmate requests (e.g., haircuts, shoes, release dates, SP status, fish kits, job requests, house arrest, etc.) go in the inmate services tray in the watch sergeants office  
=
- Inmate complaints (e.g., personnel complaint, alleged force, security concerns, etc.)  
=
- Require a reference number (from the watch deputy) and are to be handled immediately  
=
- Completed inmate complaints are turned into the shift watch commander for approval  
=
- Medical issues or complaints (e.g., doctor, dental, psychological, etc.)  
=
- Require a reference number (from the watch deputy)  
=
- Write “Forwarded to nursing supervisor \_\_\_\_\_” in the narrative box  
=
- Photocopy the complaint form  
=
- Give the photocopy to the nursing supervisor  
=
- Put the original in the operations tray in the watch sergeant’s office  
=
- Linen and Clothing Exchange  
=

- Be present for and closely monitor the linen and clothing exchange, Monday thru Friday, on am shift (it generally starts at 0800 hours)  
=
- Check the daily schedule located in the watch sergeant's office  
=
- Either the line sergeant or the supervising line deputy shall be inside the barrack that is being searched after the inmates exit for receiving new linen  
=
- Ensure that personnel are not throwing away any inmates' personal items (e.g., store bought food, coffee, toiletries, legal mail, personal pictures, etc.)  
=
- Inmates are not allowed to have pictures or drawings with sexual overtones, nudity or gang activity (these will be confiscated and destroyed)  
=
- Prior to the inmates returning to their barrack, they are to be given the opportunity to exchange linen or clothing that is dirty, torn, too small or too big  
=
- Inmate Meals (0700 hours, 1130 hours and 1630 hours)  
=
- The 0700 hour and 1130 hour feedings are sack meals with a cold milk or juice  
=
- The 1630 hour dinner feeding is a hot meal served in the inmate dining room (IDR) (when it is raining or there is a facility security issue, the inmates will be fed inside their barracks)  
=
- The watch sergeant is to be inside the IDR  
=
- Ensure all compound personnel assigned to work inside the IDR are inside and spread out  
=
- Ensure all inmates are given enough time (15 minutes) to eat their meal while at the table (The slow table is available if more time is needed)

=

- The line sergeant and the supervising line deputy shall be on the compound while the inmates are walking from their barrack to/from the IDR

=

- Inmate Processing Area (IPA)

=

- Whenever a new inmate fish line arrives at South Facility or inmates are returning from court or from a South facility work crew, they are to be processed in the IPA (Barrack 40) prior to returning to their barrack.

=

- The IPA deputies are assisted by the Prowlers from each compound.

=

- A supervisor shall be present for the processing of all inmates. Be sure that a Deputy or Custody Assistant from each compound is present. If not, contact that compound for their representative.

=

- The IPA processing consists of a strip search of the inmates. The Deputies/Custody Assistants conduct a search of the inmates' property and clothing for contraband prior to them getting dressed

=

- Title-15 Safety Checks

=

- A Title-15 safety check is done no less than once per hour for each barrack

=

- The compound personnel scans (with an Apple I-pod Touch) a serialized plate located on the rear door of each barrack

=

- The scanner is to be synced as soon as possible after the Title-15 check/scan is performed

=

- The scanner can be synced by holding it near various wi-fi "hot spots" located in each

compound

=

- Fire Gear is kept in three locations

=

- Admin building hallway (checked by Adam compound)

=

- Eddie compound briefing room (checked by Eddie compound)

=

- Visiting center office (checked by Henry compound)

=

- The air tanks are to be checked at the beginning of each shift and the air pressure is to be logged in the compound Uniform Daily Activity Log (UDAL) books

=

- Title-15 Inmate Interviews

=

- All supervisors are required to complete twelve (12) Title-15 inmate interviews each quarter

=

- The Title-15 senior deputy will put them in your mailbox at the beginning of each quarter

=

- Inmate Security Levels

=

- We should never have a security level 8 or 9 at South Facility

=

- Security levels 1-4 can't be housed with security levels 5-7 (with the exception of Henry compound where EBI/MERIT/BOT inmates with levels 1-7 can be housed together)

=

- Employee Breaks

=

- Personnel are entitled to a forty (40) minute break during the shift, if time permits

=

- There are some days where it's too busy for taking breaks

=

- Personnel taking a break shall sign in/out on the break list located in the lobby of the watch sergeant's office

=

- Personnel taking a break shall document where they intend to take their break (e.g., officer's dining room)

=

Note: On shifts where you are assigned as both the watch and line sergeant, you are responsible for conducting both the watch and line sergeant duties.

=

\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

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08/16/18 SOUF

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••• Supervising Line Deputies Duties

Los Angeles County Sheriff's Department

**Duty Statement: #6-01-060**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 08-16-18**

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

**Review Date: 08-16-20**

**Subject:** Supervising Line Deputies Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

=

=

**PURPOSE OF ORDER:**

=

**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility supervising line deputy (senior).**

=

**SCOPE OF ORDER:**

=

**This order applies to all personnel assigned to, and working at PDC South Facility.**

=



**ORDER:**

=

**The PDC South senior deputy shall be responsible to the PDC South line sergeant, watch sergeant, and watch commander.**

**The responsibilities of personnel assigned as senior deputy shall include, but not be limited to the following:**

**PRIMARY DUTIES**

=

- **Evaluate job performance of assigned personnel**

=

- **Coordinate the activities of subordinate personnel in investigations, including preparing records and reports**

=

- **Interview witnesses and handle complaints**

=

- **Supervise all activities within the confines of PDC South Facility including the security, custody and safety of all assigned inmates**

=

- **Conduct in-service training as required**

=

- **Handle briefings as required**

=

- **Report unusual activity to the watch sergeant, line sergeant, and watch commander**

=

- **Assist line sergeant as needed during routine and emergent operations**

=

- **Prepare daily in-service sheet**

=

- Assist compound deputies with any problems encountered in their respected areas  
=
- Assist the sergeants with deputies' yearly evaluations by providing input to the sergeants regarding deputies' work product and recommends job assignments  
=
- Approve IRTS reports written by deputy and custody assistant personnel  
=
- Conduct discipline review board (DRB) for minor rule violations  
=  
=
- Coordinate emergency response team (ERT) call-out, assign ERT equipment and inventory the equipment upon its return  
=
- Respond to all major and minor disturbances within the facility, and assist the ERT leader  
=
- Assume the responsibilities of the line sergeant in his/her absence  
=

**SHIFT SPECIFIC DUTIES**

=

**EM Shift**

=

**AM Shift**

- =
- Supervise linen exchange

=

**PM Shift**

=

- Supervise inmate feeding in the inmate dining room (IDR)

=

*\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

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08/16/18 SOUF

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••• 6-01-070 Training, Scheduling Sergeant Duties

Los Angeles County Sheriff's Department

Duty Statement: #6-01-060

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 08-16-18

PITCHESS DETENTION CENTER

Revision Date:

SOUTH FACILITY

Review Date: 08-16-20

**Subject:** Supervising Line Deputies Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

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=

**PURPOSE OF ORDER:**

=

~~The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility supervising line deputy (senior).~~

=

**SCOPE OF ORDER:**

=

~~This order applies to all personnel assigned to, and working at PDC South Facility.~~

=

**ORDER:**

=

~~The PDC South senior deputy shall be responsible to the PDC South line sergeant, watch sergeant, and watch commander.~~

~~The responsibilities of personnel assigned as senior deputy shall include, but not be limited to the following:~~

**PRIMARY DUTIES**

=

- ~~Evaluate job performance of assigned personnel~~

=

- Coordinate the activities of subordinate personnel in investigations, including preparing records and reports

=

- Interview witnesses and handle complaints

=

- Supervise all activities within the confines of PDC South Facility including the security, custody and safety of all assigned inmates

=

- Conduct in-service training as required

=

- Handle briefings as required

=

- Report unusual activity to the watch sergeant, line sergeant, and watch commander

=

- Assist line sergeant as needed during routine and emergent operations

=

- Prepare daily in-service sheet

=

- Assist compound deputies with any problems encountered in their respected areas

=

- Assist the sergeants with deputies' yearly evaluations by providing input to the sergeants regarding deputies' work product and recommends job assignments

=

- Approve IRTS reports written by deputy and custody assistant personnel

=

- Conduct discipline review board (DRB) for minor rule violations

=

=

- Coordinate emergency response team (ERT) call-out, assign ERT equipment and inventory the equipment upon its return

=

- Respond to all major and minor disturbances within the facility, and assist the ERT leader

=

- Assume the responsibilities of the line sergeant in his/her absence

=

### SHIFT SPECIFIC DUTIES

=

#### EM Shift

=

=

=

#### AM Shift

=

- Supervise linen exchange

=

#### PM Shift

=

- Supervise inmate feeding in the inmate dining room (IDR)

=

*\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

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**08/16/18 SOUF**

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**••• 6-01-070 Training, Scheduling Sergeant Duties**

**Los Angeles County Sheriff's Department**

**Duty Statement: #6-01-060**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 08-16-18**

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

**Review Date: 08-16-20**

**Subject:** Supervising Line Deputies Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

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**PURPOSE OF ORDER:**

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~~**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility supervising line deputy (senior).**~~

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~~**SCOPE OF ORDER:**~~

=

~~**This order applies to all personnel assigned to, and working at PDC South Facility.**~~

=

~~**ORDER:**~~

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~~**The PDC South senior deputy shall be responsible to the PDC South line sergeant, watch sergeant, and watch commander.**~~

~~**The responsibilities of personnel assigned as senior deputy shall include, but not be limited to the following:**~~

~~**PRIMARY DUTIES**~~

- =
- ~~**• Evaluate job performance of assigned personnel**~~

- =
- ~~**• Coordinate the activities of subordinate personnel in investigations, including preparing records and reports**~~

- =
- ~~**• Interview witnesses and handle complaints**~~

- =
- ~~**• Supervise all activities within the confines of PDC South Facility including the security, custody and safety of all assigned inmates**~~

- =
- ~~**• Conduct in-service training as required**~~



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- Handle briefings as required

=

- Report unusual activity to the watch sergeant, line sergeant, and watch commander

=

- Assist line sergeant as needed during routine and emergent operations

=

- Prepare daily in-service sheet

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- Assist compound deputies with any problems encountered in their respected areas

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- Assist the sergeants with deputies' yearly evaluations by providing input to the sergeants regarding deputies' work product and recommends job assignments

=

- Approve IRTS reports written by deputy and custody assistant personnel

=

- Conduct discipline review board (DRB) for minor rule violations

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=

- Coordinate emergency response team (ERT) call-out, assign ERT equipment and inventory the equipment upon its return

=

- Respond to all major and minor disturbances within the facility, and assist the ERT leader

=

- Assume the responsibilities of the line sergeant in his/her absence

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## SHIFT SPECIFIC DUTIES

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**EM Shift**

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**AM Shift**

- **Supervise linen exchange**

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**PM Shift**

- **Supervise inmate feeding in the inmate dining room (IDR)**

=

***\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.***

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**08/16/18 SOUF**

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**6-01-080 Citizens Commission on Jail Violence Sergeant**

**Los Angeles County Sheriff's Department**

**Duty Statement: #6-01-080**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 03-04-15**

**PITCHESS DETENTION CENTER**

**Revision Date: 06-16-20**

**SOUTH FACILITY**

**Review Date: 06-16-22**

**Subject:** Citizens Commission on Jail Violence Sergeant

**Reference:** MPP 2-02/080.00, Unit Order 5-06-050

**Unit Commander Signature:**

**Date:**

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**PURPOSE OF ORDER:**

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**The purpose of this order is to establish the duties of the Citizens Commission on Jail Violence (CCJV) Sergeant for Pitchess Detention Center (PDC) South Facility.**

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**SCOPE OF ORDER:**

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**This order applies to all sergeants assigned to CCJV under collateral duties. CCJV sergeants are chosen at the unit commander's discretion.**

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**ORDER:**

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**In addition to the responsibilities outlined in MPP 2-02/080.00 "Sergeants," PDC South Facility CCJV sergeants shall serve as first-line supervisors with the primary responsibility for ensuring Inmate Title 15 Compliance with the professional and ethical standards of the Department by all subordinate deputy sheriffs and civilian employees. CCJV sergeants shall strive to be positive role models and to provide leadership and training. CCJV sergeants shall ensure Inmate Title 15 compliance, while solving problems associated with all inmate programs in place at PDC South Facility.**

=

**The duties of CCJV sergeants include the following:**

=

**Day Shift CCJV Sergeant**

=

- **Ensure all Title 15 requirements are met for the shift**
- **Prepare and maintain all Title 15 schedules and ensure the schedule is being followed by line personnel**
- **Supervise all activities in the Inmate Welfare Office during the shift**

=

- **Monitor and maintain the Inmate Reports Tracking System (IRTS) and Disciplinary Review Board (DRB)**
- **Attend monthly meeting with the IRTS/DRB Lieutenant to ensure the system is updated and discuss concerns and trends**
- **Supervise and oversee daily activities of the Back on Track (BOT) program**
- **Conduct Town Hall Meetings**
- **Act as a programming liaison and attend all meetings required for all of the above programs**
- **Handle inmate and American Civil Liberties Unit (ACLU) complaints requiring a supervisor follow-up**
- **Supervise and monitor the activities in the Inmate Processing Area (IPA)**
- **Observe the Title 15 safety checks in two (2) random barracks**
  - **Accompany compound personnel to each barrack**
  - **Observe the safety checks to ensure proper performance**
  - **Sign and indicate the time of observation in the "T-15 Sgt Review/AM" section, on page 2 of the Uniform Daily Activity Log (UDAL)**

=

**PM Shift CGJV Sergeant**

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- **Ensure all Title 15 requirements are met for the shift**
- **Supervise all activities in the Inmate Welfare Office during the shift**
- **Monitor and maintain Custody Automated Report Tracking System (CARTS)**
- **Attend monthly meetings with the Compliance/Risk Management Lieutenant to discuss challenges and goals**
- **Conduct all duties regarding the Continuous Improvement Team**
- **Handle inmate and AGLU complaints requiring a supervisor follow-up**
- **Conduct Town Hall Meetings**
- **Supervise and monitor the activities in the Inmate Processing Area (IPA)**
- **Observe the Title 15 safety checks in two (2) random barracks**
  - **Accompany compound personnel to each barrack**
  - **Observe the safety checks to ensure proper performance**
  - **Sign and indicate the time of observation in the "T-15 Sgt Review/PM" section, on page 2 of the UDAL**
  - **The safety check observations and the "T-15 Sgt Review/EM" section, on page 2 of the UDAL shall be completed by the EM shift watch sergeant**
- **Make face-to-face relief with main visiting sergeant and assume command of the main visiting center at 1400 hours on weekends**
  - **Ensure main visiting center is locked and secured**
  - **Ensure patrol unit personnel monitor and open/close the gate for visitors with objects that will not fit through the turnstile exit (e.g., wheelchairs, strollers, service animals, etc.)**
  - **Along with the PDC roving patrol (Adam) unit (i.e., PM shift Adam 7), verify no visitors remain at any PDC facility and all visitors have exited PDC property**
  - **Ensure main visiting exit gates are locked and secured after all visitors have left PDC property**
  - **Notify the PDC South Facility watch commander that the main visiting center is closed and secured**
  - **See South Facility unit order 5-06-050 "Elmer T. Jaffe Visiting Center Procedures"**

=

**Relief CGJV Sergeant**

=

- **Ensure all Title 15 requirements are met for the shift**
- **Supervise all activities in the Inmate Welfare Office during the shift**
- **Handle inmate and AGLU complaints requiring a supervisor follow-up**
- **Supervise and monitor the activities in the Inmate Processing Area (IPA)**

- Conduct Town Hall Meetings
- Conduct routine audits of all UDAL to ensure all Title 15 requirements are properly documented
- Conduct appropriate UDAL training
- Act as a liaison for Religious and Volunteer Services
- Prepare monthly yard activity report for Custody Support Services
- Prepare monthly Title 15 Impact Report

=

In addition to the above, every Tuesday and Saturday the CCJV sergeant from each shift shall randomly select a barrack and audit one (1) Title 15 activity (e.g., outdoor recreation, linen exchange, library, etc.) from the corresponding shift on the previous day.

=

Example 1: On Tuesday, June 2<sup>nd</sup>, the AM shift CCJV sergeant shall audit one (1) Title 15 activity from the UDAL for AM shift on Monday, June 1<sup>st</sup> for one (1) random barrack not previously audited that quarter. The PM shift CCJV sergeant shall audit one (1) Title 15 activity from the UDAL for PM shift on Monday, June 1<sup>st</sup> for one (1) random barrack not previously audited that quarter.

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Example 2: On Saturday, June 6<sup>th</sup>, the AM shift CCJV sergeant shall audit one (1) Title 15 activity from the UDAL for AM shift on Friday, June 5<sup>th</sup> for one (1) random barrack not previously audited that quarter. The PM shift CCJV sergeant shall audit one (1) Title 15 activity from the UDAL for PM shift on Friday, June 5<sup>th</sup> for one (1) random barrack not previously audited that quarter.

=

The CCJV sergeant performing the audit shall note the time the Title 15 activity was written in the UDAL and review the CCTV camera footage to ensure the activity was performed according to the documentation.

=

All audits shall be tracked on the PDC South Facility Title 15 Audit Logs located in the following South Facility shared file folder: <\\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\03 CCJVAudits\Title 15 Audit Log>.

=

All barracks shall be audited in at least one (1) category, at least once per quarter.

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~~Revision Date 06/16/20~~

~~Revision Date 10/18/19~~

~~03/04/15 SOUF~~

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~~•• Section 02 Main Control~~

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~~••• 6-02-010 Watch Deputy Duties~~

~~Los Angeles County Sheriff's Department~~

**Duty Statement: #6-02-010**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 08-16-18**

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

**Review Date: 08-16-20**

**Subject:** Watch Deputy Duties

**Reference:** Unit Order 3-05-010, 5-11-010

**Unit Commander Signature:**

**Date:**

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**PURPOSE OF ORDER:**

=

**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility watch deputy.**

=

**SCOPE OF ORDER:**

=

**This order applies to all personnel assigned to, and working at PDC South Facility.**

=

**ORDER:**

=

**The watch deputy shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.**

=

**The responsibilities of personnel assigned as watch deputy shall include, but not be limited to the following:**

=

- **Supervise and control the general operations of the front desk/main control at PDC South**  
=
- **Facilitate PDC South count time**  
=
  - **Body counts (0300 hours, 0700 hours, 1500 hours, 2300 hours)**  
=
  - **Wristband count (2200 hours)**  
=
  - **Advise the watch sergeant if there is a problem with the facility count and which compounds fail to clear count in a timely manner (15-25 minutes for a body count)**  
=
  - **Under the direction of the watch sergeant, initiate "Lockdown" procedures and begin the process of wristband count if all avenues for clearing count are unsuccessful**  
=
  - **If an unsuccessful attempt to clear count appears to be an escape, all other facilities and units**



at PDC shall be notified and, under the direction of the watch sergeant, "lockdown" and wristband count procedures shall be initiated immediately

=

- Maintain a typed unit log (South Facility unit order 5-11-010, Daily Desk Log)
- =
- Record all inmate movement to and from the facility, including all transfers and transports
- =
- Facilitate procedures for admitting all civilian personnel, maintain a log of all civilians entering South Facility, arrange for their escort, and ensure that all civilians are accounted for during an emergency lock down
- =
- Using the Sheriff's Department radio system, dispatch deputies to scenes of trouble or emergency
- =
- Ensure proper operation of the facility's perimeter security alarm system (South Facility unit order 3-05-010, Security Alarm System)
- =
- Initiate procedures to handle emergencies, make proper notifications and prepare proper written records of incidents
- =
- Prepare/distribute teletypes for inmate court appearances, releases, and outgoing lines
- =
- Pass on any information regarding pending inmate movement, incidents, problems, etc. to the next shift's desk personnel prior to being relieved
- =
- Ensure inmates received for housing are of the appropriate security level
- =
- Be familiar with all compound and prowl positions and responsibilities
- =
- Assist watch commander as directed during emergency operations (e.g., earthquake, fire, riot, etc.)
- =
- Provide break relief for desk operations officer when needed
- =
- Monitor activity of the desk operations officer and assign work as needed
- =
- Train personnel newly assigned to the desk
- =
- Ensure correct placement of inmates who are eligible for special housing and ensure inmates in any restriction barrack are not over-detained
- =
- Adhere to the published inmate television schedule, unless otherwise directed by the watch commander

=

~~***\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.***~~

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**8/16/18 SOUF**

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**•••• 6-02-020 Desk Operations Officer Duties**

**Los Angeles County Sheriff's Department**

**Duty Statement: # 6-02-020**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 08-16-18**

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

**Review Date: 08-16-20**

**Subject:** Desk Operations Officer Duties

**Reference:** Unit Order 6-02-010

**Unit Commander Signature:**

**Date:**

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**PURPOSE OF ORDER:**

=

**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility desk operations officer.**

=

**SCOPE OF ORDER:**

=

**This order applies to all personnel assigned to, and working at PDC South Facility.**

=

**ORDER:**

=

**The PDC South Facility desk operations officer shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.**

=

**The responsibilities of personnel assigned as desk operations officer shall include, but not be limited to the following:**

=

- **Supervise and control the general operations of the front desk/main control (South David) at PDC South**
- **Prepare and maintain South Facility's count board, linedex and unit logs; operate all office machines, Justice Data Interface Controller (JDIC) and Justice Data System (JDS) computers and radio network as needed**
- **Assist the watch deputy in preparing the paperwork for count, make announcements on the Sheriff's Department radio system, and direct deputies as necessary when variations in daily routine arises**

=

- Facilitate procedures for special visits, probation and parole officer interviews, attorney interviews and act as liaison with the clinic civilian personnel
- Document/record all transactions in inmate movement, make the proper form changes and distribute to all concerned parties
- Using the Sheriff's Department radio system, dispatch officers to scenes of trouble or emergency
- Maintain a list of all South Facility deputies and custody assistants leaving the facility during their assigned shifts and where they can be reached
- Initiate proper notifications to supervisor(s) regarding emergency situations involving inmates, officers or civilians
- Supervise the implementation of proper emergency operations procedures to conclusion and assist in documenting the required information
- Relay all information received, regarding security, conflicts, health and safety hazards, etc., to the Watch Sergeant
- Maintain the early morning shift restriction barrack movement on the facility count board, linedex and computer
- Maintain an adequate supply of report forms, office supplies and special equipment
- Assist the desk operations deputy, as needed, in all areas of operations. (South Facility unit order 6-02-010, Desk Operations Deputy)

- ~~Assist in the handling of combative or recalcitrant inmates and visitors in the general area of the office (e.g., hallway, holding cage, clinic, sick/pill call line, etc.)~~

=

- ~~Assume the duties of the desk operations deputy, as needed, during an emergency or manpower shortage situation~~

=

~~*\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*~~

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08/16/18 SOUF

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## ~~• • Section 03 Compound Personnel~~

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### ~~• • • 6-03-010 Compound Officer Duties~~

~~Los Angeles County Sheriff's Department~~

**Duty Statement: # 6-03-010**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 07-17-18**

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

**Review Date: 07-17-20**

**Subject:** Compound Officer Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

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**PURPOSE OF ORDER:**

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**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility compound officer.**

=

**SCOPE OF ORDER:**

=

**This order applies to all personnel assigned to, and working at PDC South Facility.**

=

**ORDER:**

=

**The PDC South Facility compound officer shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.**

=

**The responsibilities of personnel assigned as compound officer shall include, but not be limited to the following:**

=

**PRIMARY DUTIES**

=

- **Maintain accurate and complete entries in the Uniform Daily Activity Log (UDAL)**

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- **Make sure Title 15 requirements and other inmate business is being met for your compound and recorded in the UDAL**

=

- **Video orientation**

=

- **Visiting**

=

- **Yard**

=

- **Sick/pill call**

=

- **Inmate Store Delivery**

=

- **Religious services/bible study**

=

- Issuance of mail

=

- Inmate meal time

=

- Clothing/hygiene

=

- Phone access

=

- Inspect perimeter fences and gates to ensure facility security

=

- Patrol in and around inmate housing areas to suppress criminal activity and ensure inmate safety

=

- Enforce all laws and rules of conduct pertaining to inmate activity

=

- Assist compounds as needed

=

## SHIFT SPECIFIC DUTIES

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### EM Shift

=

- Maintain the UDAL for your assigned compound

=

- Log out all inmates that leave the compound on the inmate tracking sheet

=

- Take each barrack temperature and log it in the UDAL book



- 2300 hours - Body count inside the barrack

- 0245 hours - Wake up court line for your compound

- 0300 hours - Body count inside the barrack

- 0500 hours - Assist the prowler with waking and preparing laundry workers

- 0630 hours - Call the watch deputy to verify each barracks count and inmate movement match with the desk's numbers (to be done before you leave shift)

- Take a forty (40) minute break during the shift, if time permits

- Sign in/out on the break sheet located in the lobby of the watch sergeant's office

- Record your break time, and the person responsible for the UDAL book (Title 15 deputy/officer) in your absence, in the UDAL

- All breaks must be completed with personnel back in their assigned compounds by 0500 hours

### AM Shift

- Maintain the UDAL for your assigned compound

- Document all inmate movement for your compound

=

- Take each barrack temperature and log it in the UDAL book

=

- 0700 hour count - Inmates stand in the count box in front of the barracks, unless weather or security reasons require an inside count

=

- When count clears, feed inmates

=

- Assist IPA with clothing exchange

=

- 1200 hours - Call the watch deputy to verify each barrack's count and inmate movement match with the desk's numbers

=

- 1430 hours - Call the watch deputy to verify each barrack's count and inmate movement match with the desk's numbers (to be done before you leave shift)

=

- Take a forty (40) minute break during the shift, if time permits

=

- Sign in/out on the break sheet located in the lobby of the watch sergeant's office

=

- Record your break time, and the person responsible for the UDAL book (Title 15 deputy/officer) in your absence, in the UDAL

=

- All breaks must be completed with personnel back in their assigned compounds by 1300 hours

=

### PM Shift

=

- Maintain the UDAL for your assigned compound  
=
- Log out all inmates that leave the compound on the inmate tracking sheet  
=
- Take each barrack temperature and log it in the UDAL book  
=
- 1500 hour count - Inmates stand in the count box in front of the barracks, unless weather or security reasons dictate an inside count  
=
- Hand out sick call sheets during 2200 hour wristband count (to be collected and turned into main control at the end of shift)  
=
- 2200 hour - Responsible for wristband count and marking purges for inmates needing replacement (King Compound Officer collects purges and turns them into the sergeant's office)
  - The marking of purges is to be done on Sunday, Tuesday and Thursdays  
=
- 2230 hours - Call the watch deputy to verify each barrack's count and inmate movement match with the desk's numbers (to be done before you leave shift)  
=
- Take a forty (40) minute break during the shift, if time permits
  - Sign in/out on the break sheet located in the lobby of the watch sergeant's office
  - Record your break time, and the person responsible for the UDAL book (Title 15 deputy/officer) in your absence, in the UDAL
  - All breaks must be completed with personnel back in their assigned compounds by 2130 hours

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~~***\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.***~~

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~~**07/17/18 SOUF**~~

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~~**••• 6-03-020 Title 15 Deputy Duties**~~

~~**Los Angeles County Sheriff's Department**~~

**Duty Statement: # 6-03-020**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 07-17-18**

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

**Review Date: 07-17-20**

**Subject:** Title 15 Deputy Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

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**PURPOSE OF ORDER:**

=

**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility Title 15 deputy.**

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**SCOPE OF ORDER:**

=

**This order applies to all personnel assigned to, and working at PDC South Facility.**

=

**ORDER:**

=

**The PDC South Facility Title 15 deputy shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.**

=

**The responsibilities of personnel assigned as Title 15 deputy shall include, but not be limited to the following:**

=

**PRIMARY DUTIES**

=

- **Perform hourly safety inspections**

=

- Check for maintenance or security issues  
=
- Note deficiencies and the fact a maintenance request was made in the Uniform Daily Activity Log (UDAL) books  
=
- Scan the barcodes affixed to the back door of each barrack  
=
- Document the time of the scans in the UDAL book  
=
- Sync the scanner in the compound's Wi-fi "hotspot"  
=
- Assist with frequent inspections of perimeter fences and gates to ensure facility security  
=
- Patrol in and around inmate housing areas to suppress criminal activity and ensure inmate safety  
=
- Assist with investigations of all suspected criminal activity and prepare appropriate crime reports  
=
- Enforce all laws and rules of conduct pertaining to inmate activity  
=
- Relieve the compound officer and maintain the UDAL book while they are on break (your name and relief times are to be recorded in the book)  
=
- Assist the compound officer and prowler with his required duties  
=
- Maintain cleanliness of the officer staff station  
=

**SHIFT SPECIFIC DUTIES**

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**EM Shift**

=

- **Assist the compound officer with the wristband replacement**

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- **2300 hour count - Conduct a body count inside the barracks**

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- **0245 hours assist the compound officer with waking of court line**

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- **0300 hour count - Conduct a body count inside the barracks**

=

- **0500 hours assist the prowler with waking and preparing laundry workers**

=

- **Take a forty (40) minute break during the shift, if time permits**

=

- **Sign in/out on the break sheet located in the lobby of the watch sergeant's office**

=

- **All breaks must be completed with personnel back in their assigned compounds by 0500 hours**

=

**AM Shift**

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- **0700 hour count - Inmates will stand in the count box in front of the barracks, unless weather or security reasons necessitate an inside count**

=

- **When the count clears provide inmates a sack breakfast**

=

- ~~Responsible for barrack cleanliness, including the security and distribution of cleaning supplies (ensure cleaning supply cabinet is locked at all times)~~

=

- ~~Prepare barracks for, and assist inmate processing area (IPA) personnel with clothing exchange~~

=

- ~~1100 hours - provide each inmate a sack lunch~~

=

- ~~Take a forty (40) minute break during the shift, if time permits~~

=

- ~~Sign in/out on the break sheet located in the lobby of the watch sergeant's office~~

=

- ~~All breaks must be completed with personnel back in their assigned compounds by 1300 hours~~

=

### PM Shift

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- ~~1500 hour count - Inmates stand in the count box in front of the barracks, unless — weather or security reasons dictate an inside count~~

=

- ~~Responsible for barrack cleanliness, including the security and distribution of cleaning supplies (ensure cleaning supply cabinet is locked at all times)~~

=

- ~~2200 hour count - Conduct wristband count inside barracks~~

=

- ~~Take a forty (40) minute break during the shift, if time permits~~

=



- Sign in/out on the break sheet located in the lobby of the watch sergeant's office

=

- All breaks must be completed with personnel back in their assigned compounds by 2130 hours

=

*\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

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07/17/18 SOUF

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••• 6-03-030 Rover Deputy Duties

Los Angeles County Sheriff's Department

Duty Statement: #6-03-030

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 02-06-13

PITCHESS DETENTION CENTER

Revision Date: 08-01-18

SOUTH FACILITY

Review Date: 08-01-20

**Subject:** Rover Deputy Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

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**PURPOSE OF ORDER:**

=

**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility prowler deputy.**

=

**SCOPE OF ORDER:**

=

**This order applies to all personnel assigned to, and working at PDC South Facility.**

=

**ORDER:**

=

**The PDC South Facility prowler deputy shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.**

=

**The responsibilities of personnel assigned as prowler deputy shall include, but not be limited to the following:**

=

**PRIMARY DUTIES**

=

- **Adam, Henry and King Compound prowlers are responsible for checking air packs and turnout gear**
  - =
  - **Adam compound's gear is located in administration hallway closet, Henry compound's gear is located in Eddie trailer briefing room, and King compound's gear is located in South visiting**
    - =
    - **Document required information in the Uniform Daily Activity Log (UDAL) books**
      - =
- **Inspect gates, fences, barrack doors/windows etc. and document on the daily "Compound Security Checklist"**
  - =
- **Regular foot patrol in and around inmate housing areas to suppress criminal activity and ensure inmate safety**
  - =
- **Organize and conduct barrack searches, random inmate and bunk searches**
  - =
- **Investigate all criminal activity and prepare appropriate crime reports**
  - =
- **Respond to calls for backup, assistance, fires, disturbances, and any other facility emergencies**
  - =
- **Member of facility Emergency Response Team (ERT)**
  - =
- **Assist with processing inmates in the inmate processing area (IPA)**
  - =
- **Assist the compound officer and Title 15 deputy with their required duties**
  - =

**SHIFT SPECIFIC DUTIES**

=

**EM Shift**

=

- **Assist the compound officer with wristband replacements**
  - =
- **2300 hour count - conduct body count inside barracks while inmates are on their bunks**

- 0245 hours - assist the compound officer with waking and lining up inmates who have court appointments
- 0300 hour count - conduct a body count inside barracks while inmates are on their bunks
- 0500 hours - prepare AM laundry workers for work (making sure inmates are properly dressed and have been provided sack breakfast)
- 0540 hours - identify and verify each inmate (by wristband) prior to placing the work crew in the dog run at the In/Out gate.
- Take a forty (40) minute break during the shift, if time permits
  - Sign in/out on the break sheet located in the lobby of the watch sergeant's office
  - All breaks must be completed with personnel back in their assigned compounds by 0500 hours

#### AM Shift

- 0700 hour count - line up inmates in the count box in front of the barracks, unless weather or security reasons necessitate an inside count
- Provide inmates a sack breakfast
- Prepare barracks for, and assist IPA with clothing exchange
- 1100 hours - provide each inmate a sack lunch

- 1300 hours Monday thru Friday - prepare PM laundry workers for work (making sure inmates are properly dressed and have eaten their lunch)

- 1340 hours - identify and verify each inmate (by wristband) prior to placing the work crew in the dog run at the In/Out gate.

- Take a forty (40) minute break during the shift, if time permits

- Sign in/out on the break sheet located in the lobby of the watch sergeant's office

- All breaks must be completed with personnel back in their assigned compounds by 1300 hours

### PM Shift

- 1500 hour count - line up inmates in the count box in front of the barracks, unless weather or security reasons necessitate an inside count

- Provide additional security in the inmate dining room (IDR) during the evening meal

- 2200 hour count - conduct wristband count inside barracks.

- Supervise and provide security for issuance of inmate store (canteen) on Wednesdays

- Saturday and Sunday - assist IPA with search of visiting center

- Take a forty (40) minute break during the shift, if time permits

- Sign in/out on the break sheet located in the lobby of the watch sergeant's office

- All breaks must be completed with personnel back in their assigned compounds by 2130 hours

*\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

Revision Date 08/01/18

02/06/13 SOUF

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• • • 6-03-040 Tower Security Duties

Los Angeles County Sheriff's Department

Unit Order: #6-03-040

CUSTODY SERVICES DIVISION

GENERAL POPULATION

PITCHESS DETENTION CENTER

SOUTH FACILITY

Effective Date: 02-22-12

Revision Date: 08-01-18

Review Date: 08-01-20

**Subject:** Tower Security Duties

**Reference:** CDM 5-08/010.00; Unit Order 3-05-080

**Unit Commander Signature:**

**Date:**

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**PURPOSE OF ORDER:**

=

**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility tower security deputy/officer.**

=

**SCOPE OF ORDER:**

=

**This order applies to all personnel assigned to, and working at PDC South Facility.**

=

**ORDER:**

=

**There are three (3) towers at PDC South positioned in various locations between the inner and outer perimeter fences ("dog run") (South Facility unit order 3-05-080, Facility Towers).**

=

**Personnel assigned as the PDC South tower security deputy/officer shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.**

=

The responsibilities of personnel assigned to tower security shall include, but not be limited to the following:

- Test the telephone and radio
- Continuously observe all visible fences, roofs, barracks, inmates, yard and compound areas
- Be alert and notify PDC South main control desk (David) of any unusual occurrences (e.g., clothes hanging from razor wire, rattling of perimeter fences, unidentified persons approaching perimeter, etc.)
- Do not leave the post for any reason except during extreme weather conditions (fog, rain, snow, zero visibility)
  - In these cases, descend the tower and walk the perimeter in the “dog run” after notifying the watch sergeant
- Keep the tower clean and organized
- Visually assist during count and notify South David and compound rovers of any unusual occurrences or activities
- During inmate visiting, be alert to any inmate activity near the visiting center
- Be familiar with the meal relief schedule; know who is going to relieve you and at what time
- Reading and sleeping on the post is strictly prohibited
  - Reading material of any type is not permitted on the post



- Inspect all fences and gates while en route to the post and immediately notify South David of any problems

=

- Conduct perimeter checks via the “dog runs” at the southwest end of the facility when inmates are in athletic fields

=

- Conduct a perimeter check via the “dog run” from Tower I to Tower II every two hours and report the results of the perimeter check to South David

=

- Monitor radio traffic.

=

- During hours of daylight, one reflective blind may be lowered as needed to deflect direct sunlight

=

- The other three blinds shall remain raised, unless otherwise approved by the on-duty watch commander

=

- During hours of darkness, the reflective blinds shall be raised

=

- Acknowledge supervisors during their perimeter checks

=

Personal vehicles shall not be parked on any part of a PDC road (including the shoulder) or in close proximity to the tower.

=

*\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

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~~Revision Date 08/01/18~~

~~02/22/12 SOUF~~

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~~••• 6-03-050 Inmate Processing Area Deputy Duties~~

~~Los Angeles County Sheriff's Department~~

**Unit Order: #6-03-050**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 04-30-13**

**PITCHESS DETENTION CENTER**

**Revision Date: 08-01-18**

**SOUTH FACILITY**

**Review Date: 08-01-20**

**Subject:** Inmate Processing Area Deputy Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

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=

**PURPOSE OF ORDER:**

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~~The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility inmate processing area (IPA) deputy.~~

=

~~**SCOPE OF ORDER:**~~

=

~~This order applies to all personnel assigned to, and working at PDC South Facility, particularly those assigned to the IPA.~~

=

~~**ORDER:**~~

=

~~The PDC South Facility IPA deputy shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.~~

=

~~The responsibilities of personnel assigned as prowler deputy shall include, but not be limited to the following:~~

=

~~**PRIMARY DUTIES**~~

=

- ~~Manage and conduct inmate linen exchange~~

=

- ~~Process incoming and outgoing inmates~~

=

- ~~Assist the deputies and custody assistants (CA) assigned to the "Smith Detection B-SCAN 16HR-LD 250" (B-SCAN/X-ray) team~~

=

- ~~Supervise inmates in the IPA work crew~~

=

- Provide security and escort inmates from the in/out shack and Court Services Transportation Bureau (CST) sally port

=

- Process inmates on the IPA work crew when they finish their work and before they return to their barrack

=

### SHIFT SPECIFIC DUTIES

=

#### EM Shift

=

- When EM shift count clears, retrieve the inmate workers on the IPA work crew from their barrack

=

- Manage the inmates on the IPA work crew

=

- Oversee the processing of clean/dirty linen

=

- Prepare appropriate linens for the next shift's linen exchange

=

- Continue processing returning inmate workers

=

- Assist the B-SCAN/X-ray team in scanning incoming inmate workers for contraband

=

- Provide returning inmate workers with clean linen

=

- Process inmates returning from court

=

- See “Attachment A” for specific court returnee procedures

=

- Prepare South Facility inmates on the court list to go to court

=

- See “Attachment A” for specific court procedures

=

- Process and escort inmates on the IPA work crew back to their assigned barrack

=

- Take a forty (40) minute break during the shift, if time permits

=

- Sign in/out on the break sheet located in the lobby of the watch sergeant’s office

=

- All breaks must be completed with personnel back in their assigned area by 0500 hours

=

### AM Shift

=

- When AM shift count clears, retrieve the inmate workers on the IPA work crew from their barrack

=

- Conduct linen exchange

=

- See linen exchange schedule, posted in barrack 40, for each barrack’s linen exchange day and items to be exchanged

=

- Linen exchange starts at 0800 hours daily under normal circumstances

=

- Process incoming and outgoing inmates

=

- Incoming inmates (e.g., court returnees, field crew workers, new inmate arrivals, etc.) can arrive at various times throughout the day

=

- See "Attachment A" for specific new inmate arrival procedures

=

- Outgoing inmates (e.g., facility transfers, court appointments, inmate release, etc.) can leave at various times throughout the day

=

- See "Attachment A" for specific outgoing procedures

=

- PDC South Facility main control desk (David) will email lists for inmates on CST incoming and outgoing lines

=

- The in/out shack will notify when inmates arrive to the Facility

=

- Process returning inmate work crews

=

- Assist the B-SCAN/X-ray team in scanning incoming inmate workers for contraband

=

- See "Attachment A" for specific work returnee procedures

=

- Ensure delivery of clean linen from the PDC laundry facility's front dock to South Facility

=

- Manage the inmates on the IPA work crew

=

- Oversee the processing of incoming clean linen and outgoing dirty linen

=

- Ensure delivery of dirty linen from South Facility to the PDC laundry facility's rear dock

=

- Process and escort inmates on the IPA work crew back to their assigned barrack

=

- Take a forty (40) minute break during the shift, if time permits

=

- Sign in/out on the break sheet located in the lobby of the watch sergeant's office

=

- All breaks must be completed with personnel back in their assigned area by 1300 hours

=

#### PM Shift

=

- Continue processing returning inmate work crews

=

- Assist the B-SCAN/X-ray team in scanning incoming inmate workers for contraband

=

- See "Attachment A" for specific work returnee procedures

=

- When PM shift count clears, retrieve the inmate workers on the IPA work crew from their barrack

=

- Manage the inmates on the IPA work crew

=

- Oversee the processing of clean/dirty linen

=

- Continue exchanging linen for inmates who missed linen exchange during AM shift

=

- Process incoming and outgoing inmates

=

- Incoming inmates (e.g., court returnees, field crew workers, new inmate arrivals, etc.) can arrive at various times throughout the day

=

- See “Attachment A” for specific new inmate arrival procedures

=

- Outgoing inmates (e.g., facility transfers, court appointments, inmate release, etc.) can leave at various times throughout the day

=

- See “Attachment A” for specific outgoing procedures

=

- PDC South Facility main control desk (David) will email lists for inmates on CST incoming and outgoing lines

=

- The in/out shack will notify when inmates arrive to the Facility

=

- Obtain the paperwork that lists the outgoing inmate CST line for PM shift from South David

=

- Retrieve the inmates listed on the outgoing line after 1930 hours, unless otherwise notified by South David

=

- When you are ready, radio each compound and ask them to deliver their outgoing inmates to barrack 40

=

- Check each inmate’s wristband and compare it to the outgoing list

=

- Place the inmates in the two (2) holding areas adjacent to the South Facility visiting area

=



- Open the inside sally port gate for CST buses and provide security while they pick up inmates

=

- Process and escort inmates on the IPA work crew back to their assigned barrack

=

- Take a forty (40) minute break during the shift, if time permits

=

- Sign in/out on the break sheet located in the lobby of the watch sergeant's office

=

- All breaks must be completed with personnel back in their assigned area by 2100 hours

=

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Revision Date 08/01/18

04/30/13 SOUF

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COURT PROCEDURES

=

0300 HOURS

=

- Court passes will be printed at South David and delivered to each compound  
=
- A Prowler from each compound will pull the inmates going to court  
=
- The Prowler will then escorted them to the IPA  
=
- The IPA Deputy will check inmates' wristbands and compare to the court list  
=
- Place the inmates in the two (2) holding areas adjacent to the PDC South visiting areas  
=
- Provide each inmate with a sack breakfast prior to placing them in the holding areas (Ranch kitchen inmate workers will place the trays of sack breakfast in the visiting area at 0230 hours every morning)

=

Note - Each inmate must have a court pass. If for some reason a pass was not generated at South David an SI01 screen may be printed in place of a court pass.

=

#### 0330-0530 HOURS

- CST buses will be picking up court bodies  
=
- Open the inside sally port gate for CST buses and provide security while they pick up inmates

=

#### NEW ARRIVAL PROCEDURES

- New inmates arrive at various time throughout the day  
=
- South David will provide lists of incoming inmate lines  
=
- CST will announce the arrival of new inmates via Sheriff's radio  
=
- Each incoming inmate shall have his outer clothing and property searched for contraband  
=
- With only boxers on, a body scan is conducted by the B-SCAN/X-ray team, with the assistance

of IPA personnel, to search for hidden contraband

- Inmates who refuse the body scan process will submit to a complete strip search
- Each inmate will then be issued one (1) sheet, one (1) towel, one (1) t-shirt, two (2) pairs of boxers, two (2) pairs of socks, one (1) blanket, and one (1) mattress

WORK RETURNEE PROCEDURES

- Each incoming inmate shall have his outer clothing and property searched for contraband
- With only boxers on, a body scan is conducted by the B-SCAN/X-ray team, with the assistance of IPA personnel, to search for hidden contraband
- Per the inmate work agreement contract, inmates who refuse the body scan process will be removed from work duties and sent back to general population
- Each inmate will then be issued one (1) sheet, one (1) towel, one (1) t-shirt, two (2) pairs of underwear, two (2) pairs of socks, one (1) blanket, one (1) mattress, one (1) blue uniform shirt, and one (1) pair of blue uniform pants
- Each inmate will then be issued one (1) t-shirt, one (1) pair of boxers, one (1) pair of socks, one (1) yellow uniform shirt, and one (1) pair of yellow uniform pants
- In the event returning inmate workers were at work during their assigned linen exchange, they will also be issued one (1) sheet and one (blanket)

COURT RETURNEE PROCEDURES

- Each incoming inmate shall have his outer clothing and property searched for contraband
- With only boxers on, a body scan is conducted by the B-SCAN/X-ray team, with the assistance of IPA personnel, to search for hidden contraband

- ~~Inmates who refuse the body scan process will submit to a complete strip search and are subject to write-up/discipline~~

=

~~Court returnee inmates whose linen exchange was that day will be issued new clothing and/or bedding according to the linen exchange schedule~~

---

~~•••• 6-03-060 Body Scanner Deputy-Officer Duties~~

~~Los Angeles County Sheriff's Department~~

Unit Order: #6-03-060

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: XX-XX-XX

PITCHESS DETENTION CENTER

Revision Date: XX-XX-XX

SOUTH FACILITY

Review Date: XX-XX-XX

**Subject:** Body Scanner Deputy/Officer Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

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=

**PURPOSE OF ORDER:**

=

~~The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South~~

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**Facility body scanner deputy/officer duties:**

=

**SCOPE OF ORDER:-**

=

**This order applies to all personnel assigned to, and working at PDC South Facility.**

=

**ORDER:-**

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***\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.***

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**Revision Date (e.g. 01/01/01)**

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**••• 6-03-070 Inmate Dining Room Security Duties**

**Los Angeles County Sheriff's Department**

**Unit Order: #6-03-070**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 02-22-12**

**PITCHESS DETENTION CENTER**

**Revision Date: 08-01-18**

**SOUTH FACILITY**

**Review Date: 08-01-20**

**Subject: Inmate Dining Room Security Duties**

**Reference:**

**Unit Commander Signature:**

**Date:**

=

=

**PURPOSE OF ORDER:**

=

**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility inmate dining room (IDR) security deputy.**

=

**SCOPE OF ORDER:**

=

**This order applies to all personnel assigned to, and working at PDC South Facility.**

=

**ORDER:**

=

~~IDR security is a PM shift position only. Personnel assigned as the PDC South IDR security deputy shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.~~

=

~~The responsibilities of personnel assigned to IDR security shall include, but not be limited to the following:~~

=

~~**GENERAL DUTIES**~~

- =
- ~~• **Maintain security and discipline of inmates working and dining in the South IDR**~~
  - ~~• **Issue, control, and maintain inventory of all tools, utensils, and knives stored in the utensil locker**~~
  - ~~• **Assign, train and supervise inmates who work in the kitchen**~~
  - ~~• **Observe inmate workers' behavior and write discipline reports when needed**~~
- =

=

~~**SPECIFIC DUTIES**~~

- =
- ~~• **Approximately 1500 hours – retrieve truck containing hot evening meal from PDC ranch kitchen**~~
    - ~~◦ **Ranch kitchen staff will advise over the radio when truck is ready for pickup**~~
  - ~~• **Deliver a portion of hot food to PDC laundry, and a portion to PDC East Facility (if needed)**~~
- =

=

- Park truck in loading dock area at the PDC South IDR and secure the truck key so inmates cannot gain access to it

=

- Pick up IDR worker inmates from their housing location

=

- Pick up trash, linen and plastic milk crates from all compounds

=

- Return to IDR with inmate workers

=

- Pass out inmate sign in sheet and conduct count

=

- Assign work duties

=

- Inventory knives and utensils, and confirm with master list

=

- Verify dishwasher temperature (160-170 degrees) and log

=

- 1600 hours - Check temperature of all foods and log in red log book

=

- Check out utensils for serving food and document on the log sheet

=

- Feed kitchen workers

=

- 1615 hours - Call for all compound rovers, via radio, to respond to the IDR to assist with security during the evening meal

=

- One at a time, call for each compound, via radio, to send up their inmates to be fed the evening meal in the IDR

=

- Inmates from neighboring compounds shall never mingle or conflict with each other



while en route to and from the IDR

- =
- Allow every inmate at least fifteen (15) minutes to finish their evening meal
- =
- A slow table is provided for efficiency and to allow inmates, who eat slower, a chance to finish
- =
- Check in and inventory utensils at the end of food service
- =
- Deliver ice to each compound's staff station
- =
- Collect trash from compounds
- =
- Start inmate clean-up crews
- =
- Clean IDR, kitchen, rear dock and all floors
- =
- Polish copper
- =
- Inspect kitchen for compliance with health and sanitation standards
- =
- Load truck with food containers
- =
- Notify PDG ranch kitchen when the truck is loaded, and the loading dock is secure and clear of inmates
- =
- Escort IDR inmate workers to the inmate processing area (IPA)
- =
- Assist the IPA and body scanner deputies with processing/searching the IDR inmate workers
- =
- 2130 hours - Screen and process new kitchen workers
- =

- Ensure clearance with classification and medical

=

- 2230 hours - Take inventory and write orders for needed supplies (e.g., new utensils, gloves, bags and cleaning supplies)

=

- Fill out and submit any needed maintenance/repair requests

=

- Take a forty (40) minute break during the shift, if time permits

=

- Sign in/out on the break sheet located in the lobby of the watch sergeant's office

=

*\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

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Revision Date 08/01/18

02/22/12 SOUF

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••• 6-03-080 Clinic Deputy Duties

Los Angeles County Sheriff's Department

**Unit Order: #6-03-080**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 02-22-12**

**PITCHESS DETENTION CENTER**

**Revision Date: 08-01-18**

**SOUTH FACILITY**

**Review Date: 08-01-20**

**Subject:** Clinic Deputy Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

=

=

**PURPOSE OF ORDER:**

=

**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility clinic deputy.**

=

**SCOPE OF ORDER:**

=

**This order applies to all personnel assigned to, and working at PDC South Facility.**

=

**ORDER:**

=

~~The PDC South Facility clinic deputy shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.~~

=

~~The responsibilities of personnel assigned as clinic deputy shall include, but not be limited to the following:~~

=

**PRIMARY DUTIES**

- =
- ~~Provide security for medical staff~~

=

  - ~~Coordinate with medical staff to ensure all inmates with medical needs are treated~~

=

  - ~~Monitor and supervise inmates who are inside the clinic at all times~~

=

  - ~~Respond with medical staff to emergencies or man down calls on the compound~~
    - ~~See attachment for specific instructions related to inmate injuries, "man down" calls, radio car runs, and 902R/Henry Mayo Hospital runs~~

=

  - ~~Complete paramedic/ambulance transportation information sheets, injury reports, and psych observation forms when necessary.~~

=

  - ~~On weekends and EM shift there is no clinic movement deputy/officer (the clinic deputy will be responsible for handling all duties)~~

=

**SPECIFIC DUTIES**

=

**AM Shift**

=

- **0700 hours - pick up current purges and sick call sign-up sheets from South Facility main control (South David)**

=

- **Turn in sick call sign-up sheets to medical staff**

=

- **Medical staff will provide lists of inmates needed for sick call, pill call and other treatments**

=

- **Create a complete list of inmates who are needed at the clinic for your shift (with barracks and bunk numbers) and make copies for all compound officers**

=

- **Send an email to the in/out shack, ranch kitchen and laundry facility providing the names of all requested inmates**

=

- **The work crew supervisors will coordinate movement of the requested inmates to the clinic through the in/out shack deputy**

=

- **Provide a list of inmates who are needed at the clinic to each compound officer**

=

- **When medical personnel are ready, notify all compound officers to send the inmates on their list**

=

- **Circumstances may necessitate requesting one barrack at a time**

=

- **Title 15 requirements (e.g., yard, linen exchange, inmate meals, etc.) shall not be disrupted to facilitate pill call/clinic visits (a schedule of these services will be posted in the clinic at the deputy work station)**

=

- **Inmates who are at the clinic for treatment will be placed inside the holding area adjacent to barrack 30**

=

- **When an inmate's name is called, he will sit on the wooden bench located in the clinic hallway where he will wait until called into the clinic**

=

- If an inmate is to provide a urine or other lab sample, he will use the bathroom located inside of barrack 30

=

- A dental line list will be provided to the clinic deputy by the dental assistant

=

- Check with the watch sergeant for assignment of security personnel (normally personnel assigned to Adam compound, usually barrack 30, will provide security for the dental line)

=

- Provide a copy of the dental line list to the security personnel

=

- See attachment for dental line security duties

=

- 1200 Hours - medical staff will advise of inmates who are still needed for sick call, pill call and other treatments

=

- Notify compound officers to send inmates who are still needed at the clinic for treatment or assigned to pill call

=

- Take a forty (40) minute break during the shift, if time permits

=

- Sign in/out on the break sheet located in the lobby of the watch sergeant's office

=

- Breaks must be coordinated with the clinic movement deputy/officer to ensure the clinic is secure at all times by Sheriff's Department personnel

=

### PM Shift

=

- 1500 hours - medical staff will provide lists of inmates who are needed for sick call, pill call and other treatments

=

- Create a complete list of inmates who are needed at the clinic for your shift (with barracks and bunk numbers) and make copies for all compound officers

=

- Send an email to the in/out shack, ranch kitchen and laundry facility providing the names of all requested inmates

- =
- The work crew supervisors will coordinate movement of the requested inmates to the clinic through the in/out shack deputy
- =
- Provide a list of inmates who are needed for pill call to each compound officer
- =
- When medical personnel are ready, notify all compound officers to send the inmates on their list
- =
- Circumstances may necessitate requesting one barrack at a time
- =
- Title 15 requirements (e.g., yard, linen exchange, inmate meals, etc.) shall not be disrupted to facilitate pill call/clinic visits (a schedule of these services will be posted in the clinic at the deputy work station)
- =
- Inmates who are at the clinic for treatment will be placed inside the holding area adjacent to barrack 30
- =
- When an inmate's name is called, he will sit on the wooden bench located in the clinic hallway where he will wait until called into the clinic
- =
- If an inmate is to provide a urine or other lab sample, he will use the bathroom located inside of barrack 30
- =
- Take a forty (40) minute break during the shift, if time permits
- =
- Sign in/out on the break sheet located in the lobby of the watch sergeant's office
- =
- Breaks must be coordinated with the clinic movement deputy/officer to ensure the clinic is secure at all times by Sheriff's Department personnel
- =
- 1900 hours - notify all compound officers to send inmates who are on pill call to the clinic
- =
- Repeat 1500 hour procedures
- =

**EM Shift**

=

- **2300 hours - medical staff will provide a pill call list (this will include only inmates who have returned from court and still need their medication)**

=

- **Create a complete list of inmates needed at the clinic for your shift (with barracks and bunk numbers) and make copies for all compound officers**

=

- **Provide a list of inmates needed for pill call to each compound officer**

=

- **When medical personnel are ready, notify all compound officers to send the inmates on their list**

=

- **Inmates attending pill call will line up two (2) at a time at one or both of the pill call windows, depending on nurse availability**

=

- **A window to the station serving inmates with last names starting with A-L is located in the clinic hallway**

=

- **A window to the station serving inmates with last names starting with M-Z is located between gate 2A and South Facility's main control window**

=

- **All other inmates will form single file on the painted white line outside barrack 30**

=

- **During inclement weather, inmates may be lined up under the overhang in the holding area adjacent to barrack 30**

=

- **0300 hours - medical staff will provide the clinic deputy with a pill call list (this includes only inmates who are going to court)**

=

- **Follow the same procedures for 2300 hours as documented above**

=

- **0500 hours - medical staff will provide the clinic deputy with a pill call list (this includes only inmates who are in morning work crews)**

=



- Follow the same procedures for 2300 hours as documented above

=

- Take a forty (40) minute break during the shift, if time permits

=

- Sign in/out on the break sheet located in the lobby of the watch sergeant's office

=

Note-Inmates shall never be left inside the clinic, clinic hallway, at a pill call window, or in the holding area adjacent to barrack 30 unsupervised by security personnel.

=

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Revision Date 08/01/18

02/22/12 SOUF

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• • • 6-03-090 Clinic Movement Deputy-Officer Duties

Los Angeles County Sheriff's Department

**Unit Order: #6-03-090**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 02-16-13**

**PITCHESS DETENTION CENTER**

**Revision Date: 08-01-18**

**SOUTH FACILITY**

**Review Date: 08-01-20**

**Subject:** Clinic movement deputy/Officer Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

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**PURPOSE OF ORDER:**

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**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility clinic movement deputy/officer.**

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**SCOPE OF ORDER:**

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**This order applies to all personnel assigned to, and working at PDC South Facility.**

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**ORDER:**

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**The PDC South Facility clinic movement deputy/officer shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.**

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**The responsibilities of personnel assigned as clinic movement deputy/officer deputy shall include, but not be limited to the following:**

=

**PRIMARY DUTIES**

=

- **Assist the clinic deputy as needed**

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- **Provide security for medical staff**

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- **Facilitate movement of inmates to the clinic**

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- **Responsible for the supervision and security of the inmates outside the clinic at all times**

=

- **Ensure the inmates swallow all medication given to them at the window, and not take it back to their housing location (with the exception of self-meds)**

=

- **Respond with medical staff to emergencies or "man down" calls on the compound**

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- **See attachment for specific instructions related to inmate injuries, "man down" calls, radio car runs, and 902R/Henry Mayo Hospital runs**

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**SPECIFIC DUTIES**

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**AM Shift**

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- **0700 hours - using lists provided by the nurses or clinic deputy, create a complete list of inmates who are needed at the clinic for your shift (with barracks and bunk numbers) and make copies for all compound officers**

=

- **Provide a list of inmates who are needed at the clinic to each compound officer**

=

- **When medical personnel are ready, notify all compound officers to send the inmates on their list**

=

- **Circumstances may necessitate requesting one barrack at a time**

=

- **Title 15 requirements (e.g., yard, linen exchange, inmate meals, etc.) shall not be disrupted to facilitate pill call/clinic visits (a schedule of these services will be posted in the clinic at the deputy work station)**

=

- **Inmates attending pill call will line up two (2) at a time at one or both of the pill call windows, depending on nurse availability**

=

- **A window to the station serving inmates with last names starting with A-L is located in the clinic hallway**

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- **A window to the station serving inmates with last names starting with M-Z is located between gate 2A and South Facility's main control window**

=

- **All other inmates will form single file on the painted white line outside barrack 30**

=

- **During inclement weather, inmates may be lined up under the overhang in the holding**

area adjacent to barrack 30

=

- Inmates who are at the clinic for treatment will be placed inside the holding area adjacent to barrack 30

=

- When an inmate's name is called, he will sit on the wooden bench located in the clinic hallway where he will wait until called into the clinic

=

- If an inmate is to provide a urine or other lab sample, he will use the bathroom located inside of barrack 30

=

- Once an inmate is finished at the clinic, he will line up in the count box in front of barrack 30 until dismissed back to his compound

=

- Take a forty (40) minute break during the shift, if time permits

=

- Sign in/out on the break sheet located in the lobby of the watch sergeant's office

=

- Breaks must be coordinated with the clinic deputy to ensure the clinic is secure at all times by Sheriff's Department personnel

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**PM Shift**

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- 1500 hours - using lists provided by the nurses or clinic deputy, create a complete list of inmates who are needed at the clinic for your shift (with barracks and bunk numbers) and make copies for all compound officers

=

- Provide a list of inmates who are needed at the clinic to each compound officer

=

- When medical personnel are ready, notify all compound officers to send the inmates on their list

=

- Circumstances may necessitate requesting one barrack at a time

=

- Title 15 requirements (e.g., yard, linen exchange, inmate meals, etc.) shall not be disrupted to facilitate pill call/clinic visits (a schedule of these services will be posted in the clinic at the deputy work station)

=

- Inmates attending pill call will line up two (2) at a time at one or both of the pill call windows, depending on nurse availability

=

- A window to the station serving inmates with last names starting with A-L is located in the clinic hallway

=

- A window to the station serving inmates with last names starting with M-Z is located between gate 2A and South Facility's main control window

=

- All other inmates will form single file on the painted white line outside barrack 30

=

- During inclement weather, inmates may be lined up under the overhang in the holding area adjacent to barrack 30

=

- Inmates who are at the clinic for treatment will be placed inside the holding area adjacent to barrack 30

=

- When an inmate's name is called, he will sit on the wooden bench located in the clinic hallway where he will wait until called into the clinic

=

- If an inmate is to provide a urine or other lab sample, he will use the bathroom located inside of barrack 30

=

- Once an inmate is finished at the clinic, he will line up in the count box in front of barrack 30 until dismissed back to his compound

=

- 1900 hours — notify all compound officers to send inmates who are on pill call to the clinic

=

- Repeat 1500 hour procedures

=

- Take a forty (40) minute break during the shift, if time permits

=

- Sign in/out on the break sheet located in the lobby of the watch sergeant's office

=

- Breaks must be coordinated with the clinic deputy to ensure the clinic is secure at all times by Sheriff's Department personnel

=

Note- Inmates shall never be left in the clinic, clinic hallway, at a pill call window, or in the holding area adjacent to barrack 30 unsupervised by security personnel.

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*\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

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Revision Date 08/01/18

02/16/13 SOUF

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DENTAL LINE

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A dental line list will be provided by the dental assistant to the clinic deputy at 0700 hours. The clinic deputy will then advise the selected personnel (generally from Adam compound) of their assignment to the dental line. Once AM count clears, the custody assistant or deputy assigned to the dental line (normally the barrack 30 deputy) will pick up the requested inmates from their compounds and escort them up to the hallway outside of the dental office. The dental line security personnel are responsible for the security, supervision and safety of the dental line inmates and dental staff until completion of all dental services.

=

At the completion of dental treatment all inmates will be escorted back to their barrack by the dental line security personnel or the clinic movement deputy.

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INMATE INJURIES

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Upon notification of an "inmate injury" call, the clinic deputy will notify the medical staff of the nature of the inmate injury. The clinic deputy will coordinate the movement of the inmate to the clinic. If the injured inmate is part of an outside work crew, the clinic deputy must notify the in/out shack of the returning inmate for accountability purposes, as well as the inmate processing area (IPA) for subsequent processing of the injured inmate. The clinic deputy will confirm that all necessary inmate injury reports, if needed, are completed by the handling deputy/officer.

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MAN DOWN CALLS

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Upon receiving a "man down" call, the clinic deputy will notify the medical staff of the location and nature of the "man down" call. Two members of the medical staff will respond to the location of the incident with a clinic deputy escort. The clinic deputy may request an inmate trustee to assist in the movement of wheel chairs or gurneys to and from the incident. The clinic deputy will also keep PDC South Facility main control (South David) updated, via radio, during the duration of the medical staff response. The clinic deputy will confirm that all necessary inmate injury



reports, if needed, are completed by the handling deputy/officer.

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### RADIO CAR RUNS

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It may be necessary to transport an inmate to LCMC, Twin Towers Correctional Facility (TTCF) or urgent care for additional medical treatment. Once the medical staff notifies the clinic deputy, they will notify South David, the watch sergeant and watch commander. The clinic deputy will be responsible for updating the sergeant's board and the South David movement information board with the following information: inmate's name, booking number, destination, escorting deputies' names and cell phone numbers. Once the medical staff has completed their evaluation of the inmate, they will provide an F200 medical report to the clinic deputy. He will sign the form and give it South David. The clinic deputy will coordinate the delivery of the inmate's property to the clinic for transportation with the inmate.

=

### AMBULANCE REQUEST / HENRY MAYO RUNS

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If the fire department and/or an ambulance is requested by the medical staff, that request will be passed via radio to South David. You must provide the following information: The medical staff is requesting 902R, name and booking number of inmate and the nature of the emergency.

=

Once South David is notified, the clinic deputy will notify the line sergeant and watch sergeant. They will assign escort personnel.

=

Once all notifications have been made the clinic deputy will start filling out a paramedic/ambulance transportation information form located at the clinic deputy's work station. This form must be completed prior to the ambulance departure from South Facility. Once completed, this form must be turned in to the watch sergeant.

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## •• Section 04 Operations-Support

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### ••• 6-04-010 Operations Deputy Duties

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**Los Angeles County Sheriff's Department**

**Unit Order: #6-04-010**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 08-16-18**

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

**Review Date: 08-16-20**

**Subject:** Operations Deputy Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

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=

**PURPOSE OF ORDER:**

=

**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility operations deputy.**

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**SCOPE OF ORDER:**

=

**This order applies to all personnel assigned to work as the operations deputy at PDC South Facility.**

=

**ORDER:**

=

**The PDC South Facility operations deputy shall report to the PDC South Facility operations sergeant, operations lieutenant and unit commander.**

=

**The primary duty of the operations deputy is to assist in the administration and operation of the facility.**

=

**The responsibilities of personnel assigned as operations deputy shall include, but not be limited to the following:**

- **Assist the operations sergeant, operations lieutenant and unit commander in the administration and operation of the facility**
  
- **Prepare reports, forms, graphs and spreadsheets for various monthly and yearly meetings, and random audits**
  
- **Assist in the organization of South Facility unit manuals**
  - **Assist in creating/revising/proof reading unit orders before submitting them to Custody Support Services (CSS)**
  
  - **Make corrections to unit orders revised by CSS before submitting them for unit commander's signature and publication**
  
- **Serve as a liaison for Data Systems Bureau (DSB) and Custody Innovative Technology Unit (CITU)**

- Oversee the South Facility shared files in the following location: \\1-pdc-01\Sharefil\PDC-SOUTH FACILITY
  - Keep files organized and updated
  - Grant/restrict access to files based on personnel needs
- Conduct background checks on probationers and ex-felons who apply to visit inmates at South Facility
- Conduct facility tours
- Serve as PDC South Facility's custodian of records
  - Assist Records and Information Bureau (RIB) in gathering information for subpoenas involving inmates who have been, or currently are housed at PDC South Facility
- Assist with random Uniform Daily Activity Log (UDAL) book audits at the request of compliance personnel
- Assist maintenance/special projects personnel when needed

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••• 6-04-020 Logistics Officer Duties

Los Angeles County Sheriff's Department

**Unit Order: #6-04-020**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 09-05-97**

**PITCHESS DETENTION CENTER**

**Revision Date: 04-10-19**

**SOUTH FACILITY**

**Review Date: 04-10-21**

**Subject:** Logistics Officer Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

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**PURPOSE OF ORDER:**

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**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility utility officer.**

=

**SCOPE OF ORDER:**

=

**This order applies to all personnel assigned to, and working at PDC South Facility, particularly custody assistants assigned to the position of utility officer.**

=

**ORDER:**

=

**The PDC South utility officer shall report to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.**

=

**The responsibilities of personnel assigned as utility officer shall include, but not be limited to the following:**

=

- **Provide direct supervision of assigned inmate utility work crew**

=

- **Ensure PDC South Facility is in an acceptable state of repair**

=

- **Supervise inmate workers in landscaping and maintaining the grounds at PDC South Facility**

=

- **Coordinate and supervise all maintenance and repair work with Facilities Services Bureau (FSB) or private vendors as required**

=

- **Maintain records and provide required reports**

=

- **Comply with the following procedures regarding inmate accountability:**

=

- **Maintain a complete list of all inmates assigned to their work crew which shall include the full name, race, age, charge, housing location, and booking number of each assigned inmate**

=

- **Conduct wristband counts each work day**

=

- **Conduct a body count of all inmates assigned to the utility crew every hour, on the hour**

=

- **Complete a count sheet each day which will reflect all required counts; the check-out count, the check-in count, lunch counts, and hourly counts**

=

- **Save the count sheet at the end of each shift**

=

- **Provide FSB with inmate labor at PDC South for the following:**

=

- **Plumbing**

=

- **Electrical**

=

- **Milling**

=

- **Carpentry/construction**

=

- **Heating and air conditioning**

=

- **Sheet metal**

=

- **Masonry**

=

- **Repairs**

=

- **Demolition/clean-up**

=

- **General maintenance**

=

- **Sandbagging and storm drain clean-out (during inclement weather)**

=

- **Secure all tools used by inmates**

=

- **Provide inmate workers to deliver all inmate sack meals (breakfast and lunch) to all compounds**

=

- **Assist maintenance/special projects with maintenance requests submitted by line personnel via the PDC South intranet page:**

=

**[http://intranet/intranet/sites/pdc\\_south/ver2/ops/Maint.xsn](http://intranet/intranet/sites/pdc_south/ver2/ops/Maint.xsn)**

=

- **Assist maintenance/special projects with reporting and recording maintenance requests using the Maximo service website:**

=

**<http://lasdmaximo2/maximo/webclient/login/login.jsp?welcome=true>**

=

- **Assist maintenance/special projects with logging all emergent maintenance requests on the**

maintenance request log

=

- Check upper and lower compounds for gas, water, or safety problems

=

- Search inmate crews leaving work areas prior to returning to their housing locations

=

*\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

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Revision Date 04/09/19

09/05/97 SOUF

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••• 6-04-030 Utility-MRSA Cleanup Officer Duties

Los Angeles County Sheriff's Department

Unit Order: #6-04-030

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 03-22-13

PITCHESS DETENTION CENTER

Revision Date: 08-01-18

SOUTH FACILITY

Review Date: 08-01-20



**Subject:** Utility/MRSA Cleanup Officer Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

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=

**PURPOSE OF ORDER:**

=

~~**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility utility/Methicillin-resistant Staphylococcus Aureus (MRSA) cleanup officer.**~~

=

**SCOPE OF ORDER:**

=

~~**This order applies to all personnel assigned to, and working at PDC South Facility, particularly custody assistants assigned to work as the utility/MRSA cleanup officer.**~~

=

**ORDER:**

=

~~**The PDC South Facility utility/MRSA cleanup officer shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.**~~

=

~~**The responsibilities of personnel assigned as utility/MRSA cleanup officer shall include, but not be limited to the following:**~~

=

**PRIMARY DUTIES**

=

- **Maintain cleanliness of the facility**

=

- **Order and maintain supplies for cleaning**

=

- **Conduct MRSA clean up as necessary**

=

**SPECIFIC DUTIES**

=

**AM Shift (Monday through Saturday)**

=

- **After AM count clears, pick up the inmates on the MRSA work crew from their barrack (crew consists of two inmates)**

=

- **Escort the inmate MRSA work crew to the supply room located behind the PDC South inmate dining room (IDR) kitchen office**

=

- **Retrieve the utility carts from the MRSA supply room which are stocked with the following items:**

=

- **Brooms**

=

- **Mops**

=

- **Disinfecting Solutions**

=

- **Paper Towels**

=

- **Soap**

=

- **Air Freshener**

=

- **Toilet Paper**

=

- Trash Bags  
=
- Facial Tissue  
=
- Hand Sanitizer  
=
- A vacuum cleaner is also stored in the MRSA supply room  
=
- Clean the following locations which includes, but is not limited to sweeping, mopping, vacuuming, cleaning with disinfectant, emptying trash and replenishing supplies as needed:  
=
  - Administrative building – Clean offices, bathrooms, locker rooms, and glass doors in the main entrance hallway and area outside the main entrance to the building  
=
  - Dental office - Remove trash when open  
=
  - Main hallway (leading to compound) – Clean men/women restrooms, documenting the cleaning on the chart affixed to the restroom doors  
=
  - Maintenance/Title 15 office – Clean/vacuum office and remove trash  
=
  - Infirmary – Remove trash  
=
  - Sergeants Office, report writing room and sink area – Remove trash and clean/vacuum area  
=
  - South Facility desk/main control (South David) - Remove trash and vacuum if needed  
=
  - Dog run walkway  
=
  - South visiting Area  
=
  - Inmate holding areas (adjacent to South visiting area) – Clean trash from surrounding area and vehicle sally port  
=
  - Eddie Compound briefing trailer - Remove trash and vacuum as needed  
=
- Return inmate work crew to the MRSA supply room  
=
- Empty and clean utility carts  
=
- Place all collected trash in the trash compactor located in the kitchen dock area  
=

- Process inmate MRSA work crew in the inmate processing area (IPA), give them clean linen and escort them back to their barrack  
=
- Re-order supplies from the cleaning supply list which is provided by the supply warehouse  
=
  - Supplies needed are listed on a Department supply requisition form in duplicate  
=
  - This form goes to operations for approval  
=
  - The requisition is then forwarded to the supply warehouse  
=
  - A log book is kept of supplies ordered along with copies of the processed Department supply form (includes the date of order, supplies ordered, and item numbers)  
=
- Take a 40 minute break during the shift, if time permits  
=
  - Sign in/out on the break sheet located in the lobby of the watch sergeant's office  
=

Note - When necessary, scrub, strip and polish floors in bathrooms and locker rooms

=

PM Shift (Monday and Thursday through Saturday)

=

- After PM count clears, pick up the inmates on the MRSA work crew from their barrack (crew consists of two inmates)  
=
- Retrieve the utility carts and vacuum cleaner from the MRSA supply room  
=
- Clean the following locations which includes, but is not limited to sweeping, mopping, vacuuming, cleaning with disinfectant, emptying trash and replenishing supplies as needed:  
=
  - Classrooms and chapel in George Compound  
=
  - IPA and Inmate Services offices  
=
  - South visiting office (Friday anytime, and Saturday after visiting hours only)  
=
  - The visiting center inmate holding areas, surrounding area and vehicle sally port  
=

- Eddie Compound briefing trailer  
=
- IDR restroom  
=
- Empty trash in the administration building including South David, all offices, restrooms and locker rooms  
=
- 2115 hours - Pick up trash from each compound  
=
- Return inmate work crew to the MRSA supply room  
=
- Empty and clean utility carts  
=
- Place all collected trash in the trash compactor located in the kitchen dock area  
=
- Process inmate MRSA work crew in the IPA, give them clean linen and escort them back to their barrack  
=
- Take a 40 minute break during the shift, if time permits  
=
- Sign in/out on the break sheet located in the lobby of the watch sergeant's office  
=
- Note - Vacuum air vents inside barracks as needed. Pressure wash visiting and South David holding areas, dog run walkway and IDR walkway as needed.  
=

EM Shift (Sunday through Thursday)

- After EM count clears, pick up the inmates on the MRSA work crew from their barrack (crew consists of two inmates)  
=
- Pick up trash from each compound  
=
- Place all collected trash in the trash compactor located in the kitchen dock area  
=
- Retrieve the utility carts and vacuum cleaner from the MRSA supply room  
=
- Clean the following locations which includes, but is not limited to sweeping, mopping, vacuuming, cleaning with disinfectant, emptying trash and replenishing supplies as needed:  
=

- Administrative building – Clean offices, bathrooms, locker rooms, and glass doors in the main entrance hallway and area outside the main entrance to the building.  
=
- Main hallway (leading to compound) – Clean men/women restrooms, documenting the cleaning on the chart affixed to the restroom doors  
=
- Infirmary  
=
- Sergeants Office, report writing room and sink area – Remove trash and clean area  
=
- South David - Remove trash  
=
  
- 1600 hours - Collect inmate breakfast from the in/out shack dog run (will be dropped off by PDC ranch kitchen)  
=
- Distribute breakfast to the personnel in each compound  
=
- Collect items from contraband bins as needed  
=
- Process inmate MRSA work crew in the IPA, give them clean linen and escort them back to their barrack  
=
- Take a 40 minute break during the shift, if time permits  
=
- Sign in/out on the break sheet located in the lobby of the watch sergeant's office

*\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

**Revision Date 08/01/18**

03/22/13 SOUF

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••• 6-04-040 Classifications Officer Duties

Los Angeles County Sheriff's Department

**Unit Order: #6-04-040**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 07-15-08**

**PITCHESS DETENTION CENTER**

**Revision Date: 04-09-19**

**SOUTH FACILITY**

**Review Date: 04-09-21**

**Subject:** Classifications Officer Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

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**PURPOSE OF ORDER:**

=

**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility classifications officer.**

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**SCOPE OF ORDER:**

=

~~This order applies to all personnel assigned to, and working at PDC South Facility, particularly custody assistants assigned as the South Facility classifications officer.~~

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~~ORDER:~~

=

~~The PDC South Facility classifications officer shall report to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.~~

=

~~The responsibilities of personnel assigned as classifications officer shall include, but not be limited to the following:~~

- =
- ~~Working with Central Housing Unit (CHU) North, assign qualified inmates to various inside/outside security work crews and assign the appropriate housing based on those work assignments~~
  
  - ~~Use the following guidelines when classifying outside security inmate workers:~~
    - ~~Review daily incoming transfer lines in order to identify all inmates who are fully sentenced~~
  
    - ~~Confirm sentencing and security status via the Automated Justice Information System (AJIS)~~
  
    - ~~Disqualify all inmates with bails or fines of \$35,000 or more, and/or any non-acceptable arrest charge (187, 203, 205, 208, 207, 211, 215, 243[b], 243[c], 243.4, 245, 245C, 261, 288, 286, 289, 290, 311.1[a], 311.2[a][b][c] 314, and 647.6[a-d] PC)~~
  
    - ~~Consider Penal Code sections which are charges of concern (191.5, 192, 211, 243[b], 243[e][1], 261.5, 273d, 273.5, 273.6, 368, 405, 422, 451, 646.9, 853, and 1203)~~
- =



- Charges of concern can be used if certain circumstances exist (i.e., length of time for charge, circumstances surrounding the charge)

- Assigning inmates with charges of concern to work crews is at the discretion of the classification officer after investigation

## COMPUTER CHECKS

- Screen each inmate worker candidate via the AJIS SI01 screen (check release date, court dates, sentence status, and holds)
- Check AJIS IC10, IC12, IC01 and IC02 (pre-disclosed medical issues) screens to verify their security level, work release program status, special handling code, employment history, home address, additional information, and if there are any special comments concerning the inmate (obtain the inmate's California Information Index [CII], Federal Bureau of Investigation [FBI], Social Security [SSI], and California driver's license [CDL] numbers from these screens)
- Check each inmate's rap sheets by running their CII, FBI, Juvenile Automated Index (JAI) (ages 26 or less) and CDL numbers in the following applications:
  - Regional Allocation of Police Services (RAPS)1
  - GCHRS
  - JDIG
- Review final candidates for outstanding warrants via the AJIS IC01 screen and check the "JDS ISOP MENU" screen for possible warrants (inmates with warrants less than \$35,000 can be used on outside work crews)
- Disqualify candidates that do not meet criteria due to charges of violence, escape, weapons or drugs in custody, etc.

=

~~Inmates who qualify for work shall be placed on a list to be moved, preferably the same day, to a working dorm by inmate processing area (IPA) personnel.~~

=

~~The next morning, all work crew lists shall be re-checked to confirm the inmate's sentence status, security level, and to confirm the inmate's current housing location.~~

=

~~Any inmate who leaves the facility shall have his record reviewed to ensure no disqualifying charges, convictions, or information have been added to their records.~~

=

~~\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.~~

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~~Revision Date 04/09/19~~

~~07/15/08 SOUF~~

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~~• • • 6-04-050 Inmate Services Officer Duties~~

~~Los Angeles County Sheriff's Department~~

**Unit Order: #6-04-050**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 5-13-96**

**PITCHESS DETENTION CENTER**

**Revision Date: 04-10-19**

**SOUTH FACILITY**

**Review Date: 04-10-21**

**Subject:** Inmate Services Officer Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

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**PURPOSE OF ORDER:**

=

~~**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility inmate services officer.**~~

=

**SCOPE OF ORDER:**

=

~~**This order applies to all personnel assigned to, and working at PDC South Facility, particularly custody assistants assigned to the inmate services office.**~~

=

**ORDER:**

=

**The PDC South Facility inmate services officer shall be responsible to the PDC South operations sergeant and the line sergeant with inmate services as his collateral duty.**

=

**The responsibilities of personnel assigned as inmate services officer shall include, but not be limited to the following:**

=

- **Answer inmate questions regarding holds**

=

- **Provide various forms (e.g., work furlough/applications, cop-out sheets, voter registration and instructions, legal forms, etc.)**

=

- **Update the inmate services bulletin board located in Eddie compound that exhibits various forms, explains how and where an inmate may acquire them, and lists the court addresses for the various courts throughout the state of California**

=

- **Supply each compound with the following:**

=

- **Monthly—Uniform Daily Activity Log (UDAL) books**

=

- **Daily—inmate grievance, request, money/property release forms, and medical forms/envelopes**

=

- **Provide complimentary hygiene kits and barber services for indigent inmates (the inmate services officer will verify the validity of an indigence claim by sending all requests for free items to the cashier, who will review the inmate's financial status and then return the request the next business day)**

=

- **Collect and deliver inmate mail and grievance/request forms (deliver to compound staff stations on each shift)**

=

- **Provide county shoes**

=

- **Provide replacement wristbands**

=

- **Provide haircut tickets and barbering services (inmate workers from Barrack 46 shall serve as barbers)**

- =
- Monitor barbershop activities and inventory barber tools/supplies
- =
- Re-order forms/supplies
- =

Inmate services shall be open during the following hours:

- =
- Office—0600 hours to 2200 hours
- =
- Inmate window
  - =
  - AM shift—count clear (approximately 0730 hours) to 1000 hours
  - =
  - PM shift—count clear (approximately 1530 hours) to 1800 hours
  - =
- =

*\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

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Revision Date 04/10/19

05/13/96 SOUF

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••• 6-04-060 Ranch Kitchen Senior Duties

Los Angeles County Sheriff's Department

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**Unit Order: #6-04-060**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 02-01-11**

**PITCHESS DETENTION CENTER**

**Revision Date: 05-09-19**

**SOUTH FACILITY**

**Review Date: 05-09-21**

**Subject: Ranch Kitchen Senior Duties**

**Reference:**

**Unit Commander Signature:**

**Date:**

=

=

**PURPOSE OF ORDER:**

=

~~**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) ranch kitchen senior deputy.**~~

=

**SCOPE OF ORDER:**

=

~~**This order applies to all personnel assigned to, and working at, PDC South Facility; particularly those assigned to work as the PDC ranch kitchen senior.**~~

=

**ORDER:**

=

**The senior deputy assigned to work as the PDC ranch kitchen senior shall be responsible to the PDC South operations sergeant, operations lieutenant and unit commander.**

=

**The responsibilities of personnel assigned as PDC ranch kitchen senior shall include, but not be limited to the following:**

=

**GENERAL DUTIES**

=

- **Supervise the PDC ranch kitchen staff**

=

- **Supervise the PDC South Facility classifications, maintenance/special projects, and utilities/logistics staff**

=

- **Ensure all maintenance requests between PDC South Facility and Facilities Services Bureau (FSB) have been submitted and completed in a timely manner**

=

- **Responsible for California Occupational Safety and Health Act (Cal/OSHA) and risk management related issues**

=

- **Monitor all renovations and construction projects to the facility and act as a liaison with FSB**

=

- **Inspect and follow-up on all on-going and future special projects**

=

- **Assist Custody Support Services (CSS), the L.A. County Health Department, and the L.A. County Fire Department with annual facility inspections and ensure recommendations or mandated requests are met**

=

- **Mange/assign all sworn gun lockers and employees' personal lockers**

=

- Mange/assign/collect all employee keys and Department issued radios
- =
- Act as Methicillin-resistant Staphylococcus Aureus (MRSA), Americans with Disabilities Act (ADA), CAL OSHA, and risk management coordinator
- =
- Ensure the Material Safety and Data Sheets (MSDS) and Injury and Illness Prevention Plans (IIPP) are current.

=

MONTHLY/QUARTERLY

- =
- Post Department monthly messages (e.g., domestic violence, alcohol related, wellness posters, etc.)
  - =
  - Submit quarterly facility inspection reports
  - =
  - Act as census coordinator
  - =
  - Mange Old Road Gym memberships, renovations, and equipment purchasing

=

*\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

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Revision Date 05/09/19

02/01/11 SOUF



~~••• 6-04-070 Maintenance-Special Projects Officer Duties~~

Los Angeles County Sheriff's Department

Unit Order: #6-13-030

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 12-23-11

PITCHESS DETENTION CENTER

Revision Date: 04-10-19

SOUTH FACILITY

Review Date: 04-10-21

**Subject:** Maintenance/Special Projects Officer Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

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=

**PURPOSE OF ORDER:**

=

~~The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility maintenance/special projects officer.~~

=

**SCOPE OF ORDER:**

=

~~This order applies to all personnel assigned to, and working at PDC South Facility, particularly custody assistants assigned to work as the maintenance/special projects officer.~~

=

**ORDER:**

=

~~The PDC South Facility maintenance/special projects officer shall be responsible to the PDC ranch kitchen supervising line deputy, PDC South Facility special projects lieutenant and watch commander.~~

=

~~The responsibilities of personnel assigned as maintenance/special projects officer shall include, but not be limited to the following:~~

=

**GENERAL DUTIES**

=

- ~~Ensure PDC South Facility is in an acceptable state of repair~~

=

- ~~Coordinate all maintenance and repair work with PDC South utility officer and Facilities Services Bureau (FSB) or private vendors as required~~

=

- ~~Coordinate with the PDC South utility officer to make a daily check of the facility grounds, including landscaping and general appearance for problem areas and take appropriate action for correction~~

=

- ~~Receive and initiate maintenance requests submitted by line personnel via the PDC South intranet page: [http://intranet/intranet/sites/pdc\\_south/ver2/ops/Maint.xsn](http://intranet/intranet/sites/pdc_south/ver2/ops/Maint.xsn)~~

=

- ~~Report and record maintenance requests using the Maximo service website: <http://lasdmaximo2/maximo/webclient/login/login.jsp?welcome=true>~~

=

- ~~Log all emergent maintenance requests on the maintenance request log~~

=

- ~~Follow up on maintenance requests to see if the work was completed~~

- =
- If maintenance requests are more than 15 days old, notify the maintenance/special projects supervising line deputy who will call FSB and ascertain status (note the response on the copy of the maintenance request form)
- =
- In cases of extended repair time, notify the special projects lieutenant who will apprise the unit commander and contact the FSB manger
- =
- If emergency maintenance/repairs arise, call FSB immediately
- =
- Prepare Departmental supply requisition (DSR) orders
- =

MONTHLY/QUARTERLY

- =
- Maintain the Material Safety and Data Sheets (MSDS) which is outlined in the California Occupational Safety and Health Act (Cal/OSHA) regulations
- =
- Inspect first aid kits and suicide prevention kits and coordinate with medical services to re-stock or replace
- =
- Conduct quarterly facility inspection reports and submit to the maintenance/special projects supervising line deputy
- =
- Assist the maintenance/special projects supervising line deputy in all special projects
- =
- Conduct monthly fire extinguisher inspections and coordinate re-charging units with fire department
- =
- Conduct all fire and safety inspections of South Facility including monthly barrack fire door alarm inspections
- =

*\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

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**Revision Date 04/10/19**

**12/23/11 SOUF**

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**••• 6-04-080 Training Deputy-Officer Duties**

**Los Angeles County Sheriff's Department**

**Unit Order: #6-04-080**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 12-23-11**

**PITCHESS DETENTION CENTER**

**Revision Date: 04-10-19**

**SOUTH FACILITY**

**Review Date: 04-10-21**

**Subject:** Training Deputy/Officer Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

=

=

**PURPOSE OF ORDER:**

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=

**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility training deputies/officers.**

=

**SCOPE OF ORDER:**

=

**This order applies to all personnel assigned to, and working at PDC South, particularly deputies and custody assistants assigned to the training office.**

=

**ORDER:**

=

**The PDC South Facility training deputies/officers shall be responsible to the PDC South Facility training/scheduling sergeant.**

=

**The responsibilities of personnel assigned as training deputy/officer shall include, but not be limited to the following:**

- =
- **Assist scheduling deputies/officers as needed**
  - **Assist with the safety and security of inmates**
  - **Assist the line sergeants with training/briefing of line staff**
  - **Act as vacation relief for the scheduling deputies/officers**
  - **Act as subpoena control/court liaison deputy**
    - **Receive subpoenas from court liaisons/district attorney's office**
- =

=

- Log subpoenas in the subpoena control log book
- =
- Notify concerned personnel/supervisors and scheduling of subpoena dates and times

=

- Control/coordinate PDC South Facility armory

=

- Maintain cleanliness and functionality of the armory

=

- Maintain, repair or replace equipment stored in the armory
- =
- Keep stock of armory equipment and munitions
- =
- Obtain quotes and order equipment and ammunitions as needed
- =
- Deliver special weapons/firearms to the Department armory as needed for update, maintenance or repair
- =
- Send a quarterly inventory to weapons training personnel
- =
- Prepare the armory for inspection by weapons training personnel

=

- Oversee PDC South Facility training

=

- Provide orientation for newly assigned personnel

=

- Work with facility training officers and mentors to insure proper training of newly assigned personnel
- =
- Maintain personnel training files
- =
- Schedule Department/state mandated training
- =
- Ensure personnel receive all necessary Department/state mandated yearly training
- =

- Ensure personnel maintain required department certifications  
=
- Conduct/assist supervisors with training or mandated drills when needed  
=
- Maintain records of all in-service training  
=
- Update unit training tracking database  
=
- Process in-service training records for Custody Training Bureau for Department tracking  
=
- Liaison with various facilities and units to coordinate training/drills  
=
- File training correspondence and place copies (if applicable) in mail boxes, sergeant's office, and administrative trays  
=
- Pick up paperwork from sergeants office/training mailbox  
=
- Ensure training rosters are properly completed  
=
- Repair/replace broken training equipment

*\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

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Revision Date 04/10/19

12/23/11 SOUF

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••• 6-04-090 Scheduling Deputy Officer Duties

Los Angeles County Sheriff's Department

Unit Order: #6-04-090

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: XX-XX-XX

PITCHESS DETENTION CENTER

Revision Date: XX-XX-XX

SOUTH FACILITY

Review Date: XX-XX-XX

**Subject:** Scheduling Deputy/Officer Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

=

=

**PURPOSE OF ORDER:**

=

**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility scheduling deputy/officer.**

=

**SCOPE OF ORDER:**

=

**This order applies to all personnel assigned to work as a PDC South Facility scheduling deputy/officer.**



=

**ORDER:**

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=

=

***\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.***

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**Revision Date (e.g. 01/01/01)**

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**• • Section 05 Facility-Ranch Security**

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**• • • 6-05-010 In-Out Shack Deputy Duties**

**Los Angeles County Sheriff's Department**

**Unit Order: #6-05-010**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 02-22-12**

**PITCHESS DETENTION CENTER**

**Revision Date: 08-01-18**

**SOUTH FACILITY**

**Review Date: 08-01-20**

**Subject:** In/out Shack Deputy Duty Duty Statement

**Reference:** Unit Order 5-01-020, 5-06-040

**Unit Commander Signature:**

**Date:**

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=

**PURPOSE OF ORDER:**

=

~~**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility in/out shack deputy.**~~

=

**SCOPE OF ORDER:**

=

~~**This order applies to all personnel assigned to, and working at PDC South Facility, particularly those personnel assigned to the in/out shack.**~~

=

**ORDER:**

=

**The deputies assigned to the in/out shack shall be responsible to the PDC South supervising line deputy, line sergeant and watch commander.**

=

**The responsibilities of personnel assigned to the in/out shack shall include, but not be limited to the following:**

=

**PRIMARY DUTIES**

=

• **Inventory all keys and tasers assigned to the in/out shack**

=

- **Print a copy of the log located in the following share file folder: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\In and Out Shack and document key/taser inventory on paper log and digital log**

=

- **Store a copy of the digital log in the following share file folder: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\In and Out Shack\Key and Taser Log**

=

- **Notify South Facility main control (David) when complete and advise of changes or missing items**

=

• **Inventory all roving patrol (Adam) unit vehicles and transport vans**

=

- **Document personnel using vehicles or vehicle locations on the white board**

=

- **Print a copy of the log located in the following share file folder: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\In and Out Shack and document vehicle inventory on paper log and digital log**

=

- **Report any vehicle maintenance concerns to the motor-pool personnel**

=

• **Check in and out all work crews and keep track of "out of counts" on the out of count sheet**

=

- **Print a copy of the log located in the following share file folder: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\In and Out Shack and document "out of counts" on paper log and digital log**

- 
- Maintain updated work crew list from classification
- 
- Request the presence of an Adam unit when checking inmates out for morning field crew work
- 
- The in/out shack deputy will open the outer perimeter gate 8 to let inmates in and out of the area in between the inner and outer perimeter fences (dog run)
- 
- Ensure wristbands are visually inspected
- 
- Full face video recordings shall be made of each inmate leaving the compound with the last name and booking number read aloud on the video (Refer to unit order 5-01-020 Photographic Identification and Videotaping of Inmate Work Crews for more detailed guidelines on video-recording inmate work crews)
- 
- Returning work crews shall be placed in the dog run to await processing
- 
- IPA shall be notified via radio of all returning inmate workers

- 
- Maintain video camera equipment in charged working order
- 

- Maintain and update the mug-shot photo binder
- 

- Manage entry and exit of all vehicles through vehicle gate 9
- 

- Court Services Transportation (CST) Bureau buses, maintenance vehicles, laundry vehicles and vending trucks may gain access to South Facility via the gate 9 sally port
- 
- Gates 9 and 9A shall be secured prior to any interior Facility gates being opened
- 

- Check in attorneys, Child Protective Services (CPS) personnel and other approved visitors
- 

- A list of visitors with approved facility access can be found in in the following share file folder: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\In and Out Shack\Approved Facility Access
- 
- For other visitors not found in the approved facility access list see unit order 5-06-040 Law Enforcement, Attorney, and Non-Routine Visit Procedures for requirements
- 
- Print a copy of the visitor log located in the following share file folder: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\In and Out Shack and document visits on paper log and digital log, including time in and time out (visitor logs shall be archived for

a period of no less than two [2] years)

=

- Collect bar cards and other government issued picture identification from attorneys until their visit is completed

=

- CPS will have their county issued identification

=

- When the inmate arrives with the escorting deputy, let the visitor in the visiting area through gate 10

=

- Open/close gate 8 for official South Facility business only

=

- Employees shall not enter/exit gate 8/8A for breaks or personal reasons

=

- Never enter dog run and open gate 8A while in possession of gate 8 key

=

- Inmate processing area (IPA) or Eddie compound personnel shall control gate 8A at the direction of the in/out shack personnel

=

- Monitor inmates in the dog run awaiting transport or processing

=

- Monitor and open/close gate 8 in the event of an emergency or emergency response team (ERT) response, and prepare the armory key for the first responders

=

- Manage the in/out shack

=

- Maintain the cleanliness of all areas in and around in/out shack

=

- Make notifications regarding needed repairs

=

- Take a 40 minute break during the shift, if time permits

=

- Break times shall be coordinated with an available Adam unit

=

- Sign in/out on the break sheet located in the lobby of the watch sergeant's office

=

## SHIFT-SPECIFIC DUTIES

=

**EM Shift**

- =
- **Start the following logs located in the share file folder: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\In and Out Shack**
    - **Key and Taser Log**
    - **Vehicle Log**
    - **Visitor Log**
  - **Start the South Facility "out of count" sheet located in the share file folder: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\In and Out Shack (must be updated as inmate work crews exit and enter)**
    - **Since the in/out shack is a key part of South Facility's daily multiple count clearing processes, it is imperative that the person assigned to the in/out shack understands their assignment and has all Inmate Workers accounted for at all times**
    - **Each shift must be able to start their assignment with an accurate number of inmates who are out of the facility**
  - **At approximately 0500 hours (Monday through Friday) classification will deliver three (3) copies of the current outside work crew lists (purges)**
    - **One (1) copy for the corresponding compound where the inmate resides**
    - **One (1) copy for the in/out shack**
    - **One (1) copy for South David**
  - **The purge is used to track the movement of each inmate on all work crews**
  - **The Inmates wristbands shall be checked as they leave the facility, along with the photo identification/video recording process**
- =

**AM Shift**

=

- Continue all logs  
=
- Call South David to relay the “out of count”, taser and key log information  
=
- After 0700 count clears the outside inmate workers shall be processed  
=
  - Call, via radio or telephone, each compound that has workers that will go out to work and have the inmates sent to the in/out shack  
=
  - Call for an Adam unit to assist in processing out the inmate work crews  
=
  - The inmates will line up and stage in the CST bus sally port until work crew supervisors arrive  
=
  - Write the name of each work crew supervising deputy/officer on the purge  
=
  - Organize outside work crew purges in ascending order of work crew numbers 1—93, including laundry and ranch kitchen purges, and fasten them in the in/out shack clipboard  
=
  - Refer to unit order 5-01-020 Photographic Identification and Videotaping of Inmate Work Crews if there are any questions concerning the processing of inmate work crews  
=
  - Have Adam unit personnel video record each inmate (including full front of face) as he walks through gate 8 and states his last name and booking number  
=
  - Mark each inmate’s name (e.g., check, circle, underline, etc.) on the purges indicating he is “out of count” to work  
=
  - Ensure the video camera stays charged  
=
  - Update the “out of count” log to include all inmates who left for work  
=
- When any inmate returns from work, his wristband must be checked again  
=
  - Draw a line through his name on the work group purge, indicate the time he returned and subtract him from the “out of count” log  
=
  - Notify the compound, via radio, of the inmate’s return  
=
  - When the rest of a crew (or an entire crew) returns, the time may be noted at the bottom of the purge and all inmates shall be checked back in using the same process  
=

**PM Shift**

=

- Continue and finish all logs
- =
- Call South David to relay the "out of count", taser and key log information
- =
- Follow the same procedures as explained under AM shift, for all inmate work crews coming and going

=

=

=

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Revision Date 08/20/20

Revision Date 08/01/18

02/22/12 SOUF

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~~6-05-020 Adam Patrol Unit Duties~~

Los Angeles County Sheriff's Department

**Unit Order: #6-05-020**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 02-22-12**

**PITCHESS DETENTION CENTER**

**Revision Date: 08-01-18**

**SOUTH FACILITY**

**Review Date: 08-01-20**

**Subject: Adam Patrol Unit Duties**



Reference:

Unit Commander Signature:

Date:

=

=

**PURPOSE OF ORDER:**

=

~~The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) roving patrol (Adam) units.~~

=

**SCOPE OF ORDER:**

=

~~This order applies to all personnel assigned to, and working at PDC South Facility, particularly those personnel assigned to roving patrol (Adam) units.~~

=

**ORDER:**

=

~~PDC South is responsible for assigning Adam units to patrol all of PDC to ensure security on the property and prevent escapes. There are three (3) units that patrol PDC; Adam 5, Adam 6 and Adam 7.~~

=

~~The deputies assigned to Adam units shall be responsible to the PDC South watch sergeant and watch commander.~~

=

~~The responsibilities of personnel assigned as Adam units shall include, but not be limited to the following:~~

=

**GENERAL DUTIES**

=

- **Provide armed mobile security for the entire PDC property**
  - =
- **Patrol and conduct security checks in all areas of PDC ranch including but not limited to:**
  - =
  - **Interior perimeters**
    - =
  - **All jail facility exterior perimeters**
    - =
  - **Range facilities**
    - =
  - **The North gate**
    - =
  - **The co-generation plant**
    - =
  - **Arson/explosive area**
    - =
  - **Jack Bones Equestrian Center (via the north gate)**
    - =
  - **The heavy equipment yard**
    - =
  - **The heliport**
    - =
  - **The dump area**
    - =
  - **The East gate**
    - =
- **Respond to all incidents that occur on PDC ranch property**
  - =
- **Transport inmates to other facilities within PDC property**
  - =
- **Assist in/out shack during times of inmate movement (e.g., inmate field crew workers leaving, etc.)**
  - =
- **Assist main gate deputy during times of high traffic (i.e., facility shift changes)**
  - =
  - **2130 hours — 2300 hours**
    - =
  - **0530 hours — 0700 hours**

- =
- o 1330 hours — 1500 hours
- =

- Assist with ERT activations
- =

## SPECIFIC DUTIES

- Make relief at South Facility
- =

- Check in with line sergeant or watch sergeant at the beginning of shift
- =

- Pick up assigned keys from the in/out shack
- =

- o Key blocks are marked for each individual Adam unit (5, 6, and 7)
- =

- Pick up assigned vehicle, ensure all gear is accounted for, inspect for damage and complete a vehicle inspection report, including all special equipment and any previous damage, and submit the report to the watch sergeant
- =

- o Adam 5 deputy shall use the SUV (watch sergeant will assign another vehicle if unavailable)
- =

- o Adam 6 shall use a pre-designated black and white radio car (refer to in/out shack list)
- =

- o Adam 7 shall use a pre-designated black and white radio car (refer to in/out shack list)
- =

- o Adam 7 (EM shift) is assigned to the in/out shack
- =

- o The white van (SD6304) shall only be used for multi-inmate transportation to any L.A. County jail facility when a black and white radio car is not practical for the transport
- =

- Maintain a daily log (76D319S-SH-73) for each specific shift, which will list the following information:
- =

- o Name
- =

- o Employee number
- =

- o Vehicle number
- =

- Starting and ending mileage  
=
- Type and serial number of issued equipment  
=
- Log entries of any details, special assignments, patrol checks and unusual occurrences or hazards noted during the shift  
=
- Specific tasks and duties should be noted and what measures were taken to correct any problem noted  
=
- Memorandums, repair requests, notification to concerned units or supervisors, and what should be done to correct the problem  
=
- Exact locations and clear explanations shall be entered in the log  
=
  
- Adam 5 and/or Adam 6 shall conduct a minimum of two patrol checks (924P) of the arson/explosive area during each shift and advise the watch deputy of each check  
=
  
- Adam 5 and/or Adam 6 shall conduct a minimum of two perimeter checks (904I) of PDC ranch and jail facilities during each shift and advise the watch deputy of each check  
=
- Two (2) Adam units or one (1) two-man unit shall conduct a minimum of two (2) perimeter checks of the North gate and the equestrian center area each shift and advise the watch deputy of each check  
=
- Adam 7 (PM shift, weekends) shall relieve the G-7 unit at the Elmer T. Jaffe Visiting Center (main visiting center) after the close of visiting hours (between 1430 and 1500 hours)  
=
- Monitor and provide security at the main visiting center exit gate after the center is closed  
=
- Open/close the gate as needed for visitors with objects that will not fit through the turnstile exit (e.g., wheelchairs, strollers, service animals, etc.)  
=
- Adam 7 shall have access to the "59" key on the main gate key block  
=
- Once all buses have dropped off visitors, and all visitors have exited the main visiting center, contact each facility's main control by telephone to verify no visitors are left behind  
=
- As soon as all visitors have exited PDC property and each facility has verified no other visitors remain, lock and secure the main visiting center exit gates  
=

- If a suspicious person/vehicle is encountered during a security check of locations outside the North gate (e.g., equestrian center, County housing, etc.), personnel shall call for backup prior to contacting the person/vehicle  
=
- Immediately report all breaches of security to the concerned facility's desk and the South Facility watch commander  
=
- Respond to requests for security checks or suspicious circumstances on PDC property only  
=
- Contact and identify unauthorized personnel on PDC property  
=
- Respond to requests for containment of escapes at any PDC facility  
=
- Adam units must become familiar with security hazards such as possible escape routes, drainage ditches, places of concealment, etc.  
=
- Check all vehicles parked in unauthorized areas (i.e., main gate, North gate, and East gate)  
=
- Notify the South Facility watch deputy of any suspicious persons or vehicles outside the perimeter  
=
  - The watch deputy will then notify the California Highway Patrol (CHP) and/or Santa Clarita Valley Sheriff's Station (SCV) depending on the circumstances  
=
  - Adam units will not leave PDC property to investigate a suspicious person or vehicle without the specific approval of the watch commander  
=
  - Adam units shall not respond to public calls for service outside of PDC unless dispatched by the South Facility watch deputy, who shall have watch commander's approval  
=
- During periods of inclement weather, Adam units will remain on paved surface roads  
=
  - Any off-road details during inclement weather will be at the direction of a supervisor, no less than a sergeant, and shall only be conducted in a 4 wheel drive vehicle  
=
- Patrol units will not be taken into any part of the riverbed (the sand is soft and will trap the vehicle, taking it out of service)  
=
- Provide transportation for South Facility inmates to and from other facilities or work groups when directed  
=
- Return Adam unit keys to the in/out shack at the end of shift  
=

**OTHER DUTIES**

=

- **Take a forty (40) minute break during the shift, if time permits**

=

- **Adam units shall relieve each other during breaks**

=

- **Sign in/out on the break sheet located in the lobby of the watch sergeant's office**

=

- **Main gate and in/out shack chow relief shall be made by any available Adam unit**

=

- **A minimum of three (3) security checks of each jail facility shall be conducted for each shift**

====

- **Notify the concerned PDC facility, via radio, of any security problems observed and follow-up with a memorandum detailing the problem to the South Facility watch commander, who will forward it to the concerned unit's on-duty watch commander**

====

- **If there is a PDC facility inmate count discrepancy that cannot be readily resolved, the watch commander of that unit may request that the Adam units immediately respond**

=

- **Responding units will immediately contact that unit's watch commander/watch sergeant via radio to receive specific instructions**

=

- **If, for any reason, they cannot contact that facility via radio, they shall automatically make a detailed perimeter check of the facility to include, but not limited to, the perimeter fence for holes or devices used to crawl over the fences; the exterior walls and roofs of the buildings for any evidence of compromise; and all exterior gates, doors, or windows to ascertain if they have been tampered with or compromised**

=

- **After the initial check, the units shall contact the watch commander or watch sergeant via phone or radio, relay any pertinent information, and await further orders**

=

- **Special transportation of inmates to or from the laundry facility will be conducted by any available Adam unit**

=

- **Reasons for transport from the laundry facility will include releases, medical, and discipline roll-ups**

=

- Responsible for escape reports, crime reports, inmate incident reports, and any other miscellaneous reports as needed

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- Attend South Facility briefings

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- Transport prisoners to LCMC, SCV, Henry Mayo Hospital, or other L.A. County Jail facilities as needed

=

- Take positive police action only when necessary and fully justified by the circumstances

=

- Make all notifications to the South Facility watch deputy, watch sergeant/commander, SCV, or CHP prior to taking any actions not in the scope of their custodial duties unless an immediate threat makes it impossible to do so
- =
- Adam units shall not become involved in any law enforcement activity off the PDC property unless that activity directly jeopardizes the safety and security of the PDC property or employees assigned there
- =
- Adam units becoming involved in any law enforcement activity off the PDC property shall make immediate notification to the South Facility watch commander
- =
- Adam units shall only leave the PDC property in the course and scope of their duties as outlined in their duty statement

=

- Chow runs or other duties that may require an Adam unit to leave PDC property shall have the prior approval of the South Facility watch commander

=

- There will be only one (1) chow run per shift
- =
- Only one (1) Adam Unit may complete the chow run

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- Under no circumstances shall all Adam units be off the PDC property at the same time without prior watch commander approval

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- The Sheriff's Department's Manual of Policy and Procedures shall be adhered to at all times.

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**Revision Date 10/01/18**

**Revision Date 08/01/18**

**02/22/12 SOUF**

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**••• 6-05-030 Main Gate Deputies Duties**

**Los Angeles County Sheriff's Department**

**Unit Order: #6-05-030**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 02-22-12**

**PITCHESS DETENTION CENTER**

**Revision Date: 08-17-18**

**SOUTH FACILITY**

**Review Date: 08-17-20**

**Subject: Main Gate Deputies Duties**

**Reference:**

**Unit Commander Signature:**

**Date:**



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**PURPOSE OF ORDER:**

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**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) main gate deputies.**

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**SCOPE OF ORDER:-**

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**This order applies to all personnel assigned to, and working at PDC South Facility, particularly those personnel assigned to the PDC main gate.**

=

**ORDER:**

=

**The deputies assigned to the PDC main gate shall be responsible to the PDC South watch sergeant and watch commander.**

=

**DUTIES**

=

**The responsibilities of personnel assigned to the main gate shall include, but not be limited to the following:**

- **Provide armed security at the public entrance to PDC**  
=
- **Control entrance and exit of persons/vehicles through the main gate**  
=
  - **Sworn and civilian employees must show their badge, sheriff's department identification or custody identification to enter PDC property**  
=
  - **Routine non-employee/volunteer staff (e.g., chaplains, Five Keys, Keefe Commissary,**

etc.) may enter PDC property only if their names are listed in the approved Facility access list located in the PDC South shared file: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\Main Gate

=

- The following non-routine visitors shall be allowed on PDC property with the proper identification (see South Facility unit order 5-06-040, Law Enforcement, Attorney, and Non-Routine Visit Procedures):

=

- Attorneys

=

- Bondsmen

=

- Foreign Embassy

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- News Media (Sheriff's Information Bureau will coordinate all news media interviews that take place in any Department custody facility)

=

- Notary Public

=

- Own Recognizance Investigators

=

- Parole and Probation Officers

=

- Law Enforcement Officers (Federal, State, County Agencies)

=

- Department of Children and Family Services (DCFS)

=

- Process Servers

=

- Private Investigators

=

- District Attorney

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- Public Defender

=

- Ensure all visitors who drive on PDC property are in compliance with the California Vehicle Code

=

- A valid driver's license shall be presented upon request prior to entry in compliance with 12951(a)CVC

=

- All adult passengers must have a valid, government issued, picture identification

- 
- A current proof of insurance or liability (written or electronic) must be presented upon request in compliance with 16028(a)CVC
- 
- A valid registration card must be presented upon request to verify the vehicle is in compliance of 4000(a)(1)CVC (If not in possession of the card, it will be the discretion of the watch commander from the affected facility to allow entry or verify the vehicle's current valid registration)
- 
- Screen all persons requesting access to any PDC facility for the purpose of visiting an inmate by requiring them to:
- 
- Stop at the Main Gate and present proper identification
- 
- Provide a justifiable reason for entering PDC property
- 
- Provide required identification and additional documentation as required by the California Vehicle Code
- 
- Provide any additional documentation that is objectively reasonable for the reason of the visit, if requested
- 
- Submit to a personal or vehicle search, if requested
- 
- Signs are posted at the entry of PDC stating that all persons/vehicles on the property are subject to search at any time
- 
- A visitor may refuse a search at the main gate, but they will be denied entry onto the property until the search is completed
- 
- Prevent the transport of contraband and illegal items
- 
- Items considered as a threat to the safety and security of any facility is considered contraband and will not be permitted beyond the main gate
-

- Any attempt to get contraband onto PDC property may result in the termination of an individual's visit  
=
- Any attempt to bring illegal items onto PDC property, regardless of the location, may result in the arrest of the individual(s) possessing the illegal items  
=
- Request an available roving patrol (Adam) unit to assist during times of high traffic (i.e., facility shift changes, special events, emergency operations)  
=
- Maintain the main gate daily log sheet which is located in the PDC South shared file: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\Main Gate  
=
  - All persons/vehicles entering PDC property, who are not sworn/civilian employees shall be documented on the main gate daily log sheet  
=
- Provide on-going visual security of the arson explosives bunkers via monitors  
=
- Monitor the two solid green sewage processor lights to ensure proper functioning of the system (If either light switches off or turns red, immediately contact South Facility main control desk (David) at extension 8805 to have a maintenance worker repair the system)  
=
- Refer citizen complaints  
=
  - If a citizen wants to make a complaint, or specifically requests to speak to the watch commander, refer them to the South Facility watch commander immediately  
=
  - If a citizen's complaint is directed toward a specific facility, notify the concerned facility's watch commander immediately  
=
- Advise the South Facility watch commander and South David without unnecessary delay of the following events:  
=
  - Emergency Operations  
=
  - Escapes  
=
- Request an additional deputy be assigned to the main gate if the above events occur  
=
  - Advise arriving personnel of the nature of the emergency operations or if there has been an escape  
=
  - Only Sheriff's Department employees shall be allowed to enter PDC  
=

- Advise all authorized persons entering of the situation and ask them to report anything suspicious immediately  
=
- Search all vehicles exiting PDC  
=
- Examine the locks on all trucks exiting the property  
=
- Prohibit entry during lock downs  
=
  - During an individual facility lockdown, only Sheriff's Department and auxiliary personnel who are essential to the operation of the affected facility shall be allowed to enter PDC property (All visitors going to the affected facility will be denied access until the lockdown is lifted)  
=
  - During a complete lockdown of all PDC facilities, only Sheriff's Department and auxiliary personnel who are essential to the operation of PDC facilities shall be allowed to enter PDC property (If an individual facility's lockdown is lifted, visitors shall be allowed to proceed to that facility if they are on the approved list and have the required credentials)  
=
- Take a 40 minute break during the shift, if time permits  
=
  - Break times shall be coordinated with an available Adam unit  
=
  - Sign in/out on the break sheet located in the lobby of the watch sergeant's office

#### GATE ARM OPERATION

  
=

Due to the numerous vehicle incidents, involving the gate arm operation, the following procedure will be utilized:

  
=

- When the gate arm is being operated from within the control booth, only one vehicle per activation will be allowed.  
=
- Once the gate arm raises and a vehicle drives through, the gate arm will automatically lower completing the cycle  
=

- All vehicles will be required to wait for the gate arm to cycle and be reactivated for the next entry.

=

- If the gate arm is “locked” in the open position, the deputy will be required to be outside of the control booth in order to properly direct vehicles

=

- The deputy will physically indicate to each vehicle to enter, when appropriate, with the appropriate gesture

=

- This procedure will only be used during high vehicle traffic times at the discretion of the main gate deputy.

=

- At no time, will the entry gate be “locked” open with the operator deputy inside of the control booth

=

Deviation from any of these procedures will require approval from South Facility’s watch commander.

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08/17/18 SOUF

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••• 6-05-040 George-7 Patrol Unit Duties

Los Angeles County Sheriff’s Department

**Unit Order: #6-05-040**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 12-01-11**

**PITCHESS DETENTION CENTER**

**Revision Date: 08-01-18**

**SOUTH FACILITY**

**Review Date: 08-01-20**

**Subject:** George-7 Patrol Unit Duties

**Reference:** Unit Order 5-06-050

**Unit Commander Signature:**

**Date:**

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=

**PURPOSE OF ORDER:**

=

**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) Elmer T. Jaffe (Main) Visiting Center George-7 patrol unit (G-7) deputy.**

=

**SCOPE OF ORDER:**

=

**This order applies to all personnel assigned to, and working at PDC South Facility, particularly those personnel assigned to the G-7 position.**

=

**ORDER:**

=

**The deputies assigned to work the G-7 unit shall be responsible to the PDC South watch sergeant, watch commander, main visiting sergeant, and the Citizen's Commission on Jail Violence (CCJV) sergeant.**

=

**The responsibilities of personnel assigned to the G-7 unit shall include, but not be limited to the following:**

**GENERAL DUTIES**

- **Provide armed mobile security for the entire PDC property on visiting days (Saturday, Sunday and designated Holidays)**
  - =
  - **See South Facility unit order 5-06-050 Elmer T. Jaffe Visiting Center Procedures for a list of designated holidays that allow for extra visiting time**
  - =
- **Immediately report all breaches of security to the concerned Facility's watch deputy and the main visiting sergeant**
  - =
- **Respond to requests for security checks or suspicious circumstances on PDC property only**
  - =
- **Contact and identify unauthorized personnel on the Pitchess Detention Center property**
  - =
- **Respond to requests for containment of escapes at any PDC facility**
  - =
- **Become familiar with security hazards (e.g., escape routes, drainage ditches, places of concealment, etc.)**
  - =
- **Check all vehicles parked in unauthorized areas (i.e., main gate, North gate, and East gate)**
  - =
- **Notify the South Facility watch deputy of any suspicious persons or vehicles outside the perimeter**
  - =
  - **The South watch deputy will notify the California Highway Patrol (CHP) and/or Santa Clarita Valley Sheriff's Station (SCV) depending on the circumstances**
    - =
  - **The G-7 unit will not leave PDC property to investigate a suspicious person or vehicle without the specific approval of the visiting sergeant**
  - =



- During periods of inclement weather, the G-7 unit shall remain on hard surfaced roads at all times
  - 
  - Any off-road details during inclement weather shall be at the direction of a supervisor (no less than sergeant) and shall only be conducted in a four-wheel drive vehicle
    -
- The G-7 unit shall not be taken into any part of the riverbed (the sand is soft and will trap the vehicle, taking it out of service)
  -
- Do not respond to public calls for service outside of PDC property unless dispatched by the South Facility watch deputy, who shall have the watch commander's approval
  -
- Do not become involved in any law enforcement activity outside of PDC property unless that activity directly jeopardizes the safety and security of the PDC property or employees assigned there
  -
- Becoming involved in any law enforcement activity outside of PDC property shall require immediate notification to the South Facility watch commander and the main visiting sergeant
  -
- Do not leave PDC property unless within the course and scope of your duties as outlined in the duty statement
  -
- Under no circumstances shall the G-14 Unit be off the PDC property without prior approval from the main visiting sergeant
  -

## PRIMARY DUTIES

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- At the start of AM shift, the G-7 unit deputy will check in with the main visiting sergeant
  -
- Complete a vehicle inspection report, documenting all special equipment and any previous damage, and submit the report to the main visiting sergeant
  -
- Maintain a daily log (76D319S-SH-73), documenting the following information:
  - 
  - Name
    -

- Employee Number  
=
- Vehicle Number  
=
- Starting and Ending Mileage  
=
- Type and Serial Number of Issued Equipment  
=
- Special Assignments  
=
- Patrol Checks  
=
- Unusual Occurrences  
=
- Hazards Noted During the Shift  
=
- Specific Tasks and Duties (and measures taken to correct any problems noted)  
=
- Prepare memorandums, repair requests and make notifications to concerned units or supervisors, including what should be done to correct problems encountered (exact locations and clear explanations shall be entered in the log)  
=
- Notify the South Facility watch deputy when assigned to a detail and when finished with that detail  
=
- Notify the concerned PDC Facility, via radio, of any security problems observed and follow-up with a memorandum detailing the problem to the main visiting sergeant  
=
- Respond when requested to any PDC Facilities experiencing inmate count discrepancies that cannot be readily resolved  
=
- Contact that unit's watch commander/watch sergeant, via radio, to receive specific instructions  
=
- If the affected Facility's watch commander/watch sergeant cannot be reached via radio, immediately perform a detailed perimeter check of the Facility to include, but not be limited to:  
=
- Perimeter fences (looking for holes or devices used to crawl over the fences)  
=
- Exterior walls and roofs of buildings (looking for any evidence of compromise)  
=
- All exterior gates, doors, or windows (looking for any evidence of compromise or tampering)

- After the initial check, contact the watch commander or watch sergeant via phone or radio, to relay any pertinent information, and await further orders
  - =
- Prepare escape reports, crime reports, inmate incident reports, and any other miscellaneous reports as needed by the field sergeant
  - =
- Attend South Facility briefings when available
  - =
- Patrol areas of main visiting during visiting hours
  - =
- Take positive police action only when necessary and fully justified by the circumstances
  - =
- Transport arrestees to Santa Clarita Valley (SCV) Station for booking into custody
  - =
- Assist in closing down, locking and securing the main visiting center at 1400 hours
  - Monitor and provide security at the main visiting center exit gate after the center is closed
    - =
  - Open/close the gate as needed for visitors with objects that will not fit through the turnstile exit (e.g., wheelchairs, strollers, service animals, etc.)
    - =
  - Remain at this post until relieved face-to-face (approximately 1500 hours) by the PDC roving patrol (Adam) unit (i.e., PM shift, Adam 7)
    - =
- Make all notifications to the main visiting sergeant, South Facility watch deputy, South watch sergeant/watch commander, and/or SCV or CHP prior to taking any actions not in the scope of custodial duties unless an immediate threat makes it impossible to do so
  - =
- The Sheriff's Department's Manual of Policy and Procedures shall be adhered to at all times
  - =

Revision Date 10/25/19

Revision Date 08/01/18

12/01/11 SOUF

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**Section 06 Ranch Personnel**

**6-06-050 Ranch Kitchen Deputy-Officer**

**Los Angeles County Sheriff's Department**

**Unit Order: #6-06-050**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 02-22-12**

**PITCHESS DETENTION CENTER**

**Revision Date: 05-29-19**

**SOUTH FACILITY**

**Review Date: 05-29-21**

**Subject: Ranch Kitchen Deputy/Officer**

**Reference:**

**Unit Commander Signature:**

**Date:**

**PURPOSE OF ORDER:**

**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) ranch kitchen deputy/officer.**

**SCOPE OF ORDER:**

⋮

**This order applies to all personnel assigned to, and working at PDC South Facility, particularly those who are assigned to work at the PDC ranch kitchen.**

⋮

**ORDER:**

⋮

**The PDC ranch kitchen deputy/officer shall be responsible to the PDC ranch kitchen supervising line deputy, PDC South Facility line sergeant, watch sergeant and watch commander.**

⋮

**The responsibilities of personnel assigned as PDC ranch kitchen deputy/officer shall include, but not be limited to the following:**

⋮

**GENERAL DUTIES**

- ⋮
- **Maintain security in the PDC ranch kitchen**
  - **Issue, control, and maintain inventory of all tools, utensils, and knives stored in the utensil locker**
  - **Supervise inmates and ensure they are completing their duties**
  - **Ensure all new inmates are trained by food services personnel in areas of safety, hygiene, and food handling**
  - **Conduct hourly counts during each shift to ensure all inmate workers are present**
  - **Conduct regular perimeter checks (minimum of one an hour) to ensure all perimeter doors and gates are secured and locked**
  - **Keep freezers and all refrigerators locked at all times**
  - **Remove disruptive inmates and write discipline reports when needed**
- ⋮

- Order needed supplies (e.g., gloves, bags, cleaning supplies, etc.)
- Prepare any needed maintenance/repair requests
- Record any other important information pertaining to the PDC ranch kitchen in the daily log

**SHIFT SPECIFIC DUTIES**

**EM Shift**

- Inventory knives and utensils and compare with master list
- Inventory all ranch kitchen key blocks, notify the watch deputy, and document in the daily log
- Check air packs and emergency fire gear and document in the daily log
- Report the number of inmate workers to the in/out shack personnel
- 0030 hours - open the officer's dining room (ODR) for service
- 0100 hours - start floor crews for ODR and offices
- 0145 hours - receive NCCF delivery truck and supervise inmates while truck is unloaded
- 0245 hours - supervise inmate dock workers loading the PDC North Facility delivery truck with the correct number of sack breakfasts and juice crates to match the facility count
- 0300 hours - close ODR and feed inmate workers
- 0315 hours - start inmate cleanup crews
  - Clean ODR, rear dock, and all floors

- Inspect kitchen for compliance with health and sanitation standards  
|
- Check email for inmate ranch kitchen workers who may be on the outgoing list  
|
- Collect and inventory all knives and utensils  
|
  - Secure all items in utensil locker  
|
- 0415 - search inmates, escort them back to PDC South Facility, and check in at the in/out shack (bring AM sack breakfast chow carts)  
|
- Deliver chow to PDC South Facility through the Court Services Transportation (CST) bus sally port (assisted by roving patrol unit [Adam] 7)  
|
- Process inmate workers in the inmate processing area (IPA) with the help of body scanner/IPA personnel  
|
- Escort inmate workers back to their respective compounds  
|
- 0430 hours - check AJIS for possible new AM shift ranch kitchen inmate workers  
|
- Create and print a list for AM ranch kitchen inmate workers  
|
- 0600 hours - wake up AM ranch kitchen inmate workers and check out through the in/out shack  
|
- 0630 hours - assign inmate workers their job positions  
|
- Take a forty (40) minute break during the shift, if time permits  
|
  - Sign in/out on the break sheet located in the lobby of the watch sergeant's office

### AM Shift

  
|

- Inventory knives and utensils and compare with master list  
|
- Inventory all ranch kitchen key blocks, notify the watch deputy, and document in the daily log  
|
- Check air packs and emergency fire gear and document in the daily log  
|
- Report the number of inmate workers to the in/out shack personnel  
|
- Ensure the handwashing video is played daily by PDC South Facility main control (David) personnel and document in the daily log  
|
- 0815 hours - supervise inmate dock workers loading the AM chow truck with the correct number of sack lunches and juices to match the facility count  
|
- 0830 hours - deliver AM chow truck to PDC South Facility kitchen (gate 22)  
|
- 1000 hours - open officer's dining room (ODR) for service  
|
- 1030 hours - open up rear dock to receive truck delivery from NCGF
  - Supervise inmates while truck is unloaded
- 1100 hours - feed inmate workers  
|
- 1130 hours - start inmate cleanup crews
  - Clean ODR, rear dock, and all floors
  
  - Inspect kitchen for compliance with health and sanitation standards



- Collect and inventory all knives and utensils
  - Secure all items in utensil locker
  
- 1210 hours - search inmates, escort them back to PDC South Facility, and check in at the in/out shack
  
- Process inmate workers in the inmate processing area (IPA) with the help of body scanner/IPA personnel
- Escort inmate workers back to their respective compounds
  
- 1230 hours - check AJIS for possible new PM shift ranch kitchen inmate workers
  
- Create and print a list for PM ranch kitchen inmate workers
  
- 1330 hours - close ODR
  
- 1345 hours - gather PM ranch kitchen inmate workers and check out through the in/out shack
- 1400 hours - assign inmate workers to their job positions
  
- Take a forty (40) minute break during the shift, if time permits
  - Sign in/out on the break sheet located in the lobby of the watch sergeant's office

### PM Shift

- Inventory knives and utensils and compare with master list

- **Inventory all ranch kitchen key blocks, notify the watch deputy, and document in the daily log**
- **Check air packs and emergency fire gear and document in the daily log**
- **Report the number of inmate workers to the In/out shack personnel**
- **Report out of counts to the in/out shack**
- **Ensure the handwashing video is played daily by PDC South Facility main control (David) personnel and document in the daily log**
- **Supervise inmate dock workers loading the PDC North Facility and PDC South Facility PM chow trucks with the correct number of hot food cambros and milk crates to match the facility counts (the South Facility truck will include meals for inmates working at PDC laundry)**
- **Notify North and South Facility personnel when each truck is loaded and ready**
- **1600 hours - open ODR for service**
- **1800 hours - feed inmate workers**
  - **1830 hours - receive PDC South truck and supervise inmates unloading dirty containers**
- **1900 hours - start inmate cleanup crews**
  - **Clean ODR, rear dock, and all floors**
  - **Inspect kitchen for compliance with health and sanitation standards**
- **Check email for inmate ranch kitchen workers who may be on the outgoing list**
- **2000 hours - collect and inventory all knives and utensils**
  - **Secure all items in utensil locker**

- 2015 hours - search inmates, escort them back to PDC South Facility, and check in at the In/out shack

- Process inmate workers in the inmate processing area (IPA) with the help of body scanner/IPA personnel

- Escort inmate workers back to their respective compounds

- 2030 hours - check AJIS for possible new EM shift ranch kitchen inmate workers

- Create and print a list for EM ranch kitchen inmate workers

- 2030 hours - close ODR

- 2215 hours - after 2200 wristband count clears, gather EM ranch kitchen inmate workers and check out through the In/out shack

- 2230 hours - assign inmate workers to their job positions

- Take a forty (40) minute break during the shift, if time permits

- Sign in/out on the break sheet located in the lobby of the watch sergeant's office

Revision Date 05/29/19

Revision Date 02/21/13

02/22/12 SOUF

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••• 6-06-060 Ranch Building Maintenance Officer

Los Angeles County Sheriff's Department

**Unit Order: #6-06-060**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**PITCHESS DETENTION CENTER**

**SOUTH FACILITY**

**Effective Date: 02-22-12**

**Revision Date: 05-29-19**

**Review Date: 05-29-21**

**Subject: Ranch Building Maintenance Officer**

**Reference**

**Unit Commander Signature:**

**Date:**

**PURPOSE OF ORDER:**

**The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) ranch building maintenance officer.**

**SCOPE OF ORDER:**

**This order applies to all personnel assigned to, and working at PDC South Facility, particularly those who are assigned to work as PDC ranch building maintenance officer.**

**ORDER:**

⋮

**The PDC ranch building maintenance officer shall be responsible to the PDC ranch sergeant, and PDC ranch lieutenant.**

⋮

**The responsibilities of personnel assigned as PDC ranch building maintenance officer shall include, but not be limited to the following:**

⋮

**GENERAL DUTIES**

⋮

- **Supervise inmate workers (work group 51) who shall maintain and clean the following buildings located on the PDC ranch property:**

⋮

- **Bachelor officer quarters (BOQ's) 1, 2, 3, 4, 6, 7,**

⋮

- **Ranch operations offices**

⋮

- **The Old Road Gym and pool locker rooms/showers**

⋮

- **Data Systems Bureau (DSB) PDC office**

⋮

- **Parks team offices**

⋮

- **Court Services Transportation (CST)**

⋮

- **Facilities Services Bureau (FSB) offices and shops**

⋮

- **Work in partnership with all work groups as needed or directed by ranch supervisors**

⋮

- **Maintain vacuum cleaners and maintenance equipment**

⋮

- **Maintain and store cleaning chemicals in a secure area**
- **Comply with the following procedures regarding inmate accountability:**
  - **Maintain a complete daily inmate inventory list of all inmates assigned to the work group that includes the following information:**
    - **Each inmate's full name**
    - **Booking number**
    - **Housing location**
    - **Race**
    - **Age**
    - **Arrest charge and related information**
  - **Four wristband counts shall be conducted each workday**
  - **A wristband count shall be conducted when the inmate is checked out of security and when the inmate is checked back into security at PDC South Facility (done at the in/out shack)**
  - **A wristband count shall be conducted at the start of the inmate lunch period and at the conclusion of the lunch period, regardless of where the inmate eats lunch**
  - **A body count shall be conducted every half hour during the work day**
  - **Work group officers may be assigned to assist other work group officers to complete inmate counts**
  - **A count sheet shall be completed each day which shall list the following information:**
    - **Check-out count**

- **Each half-hour count**
  - **Lunch count**
  - **Check-in count**
  - **Any changes made to the inmate make-up of the work crew during the day**
- **The count sheet shall be submitted to the PDC ranch operations senior deputy at the end of shift by the work group officer with a list of his/her assigned inmates**
- **The count sheet/inmate inventory shall be retained for thirty (30) days for review by the PDC ranch sergeant**

#### **SPECIFIC DUTIES**

- **Provide inmate security and supervision**
- **Identify, prioritize, and organize building maintenance and cleaning projects**
- **Organize and assign job tasks to inmate building maintenance work groups**
- **Maintain and clean the interiors of the above listed areas including, but not limited to:**
  - **Urinals**
  - **Toilets**
  - **Stalls**
  - **Sinks**
  - **Showers**
  - **Floors**
  - **Mirrors**

- **Light fixtures**
- **Lockers**
- **Window blinds**
- **Trash receptacles**
- **Floors, including carpets and mats**
- **Maintain and clean the exteriors of the above listed areas including, but not limited to:**

- **Exterior doors**
- **Door frames**
- **Screen doors**
- **Windows**
- **Window frames**
- **Window screens**
- **Porches**
- **Porch railings**
- **Walkways and driveways by sweeping and hosing down as needed**

- **Pick up and dispose of all trash from interior and exterior of all of the above listed areas**

- **Submit major repair requests to FSB via the PDC ranch operations officer**
- **Follow up on all major repair requests to FSB to ensure that repairs are completed in a timely manner**
- **Maintain minor pest control through the use of yellow jacket traps, glue traps, rat and mouse**



traps, and ant/roach spray

- Maintain all restrooms in the above listed areas by stocking them with toilet paper, paper towels, toilet seat covers, anti-bacterial lotion soap, hand sanitizers, facial tissue boxes, deodorizers, and dispensers for paper products and soaps
- Maintain and perform minor repairs on soap and paper product dispensers and fixtures inside and around above listed areas
- Complete special projects with the approval of ranch supervisors
- Order, store, and maintain necessary supplies and equipment
- Maintain assigned equipment in good working order by inspecting routinely
- Operate assigned county vehicles in a safe manner at all times
- Enforce safety procedures at all times

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