

## **Chapter III - Administrative Orders**

- **Section 1 - Use of Force/Force Prevention**
- • **3-01-010 Use of Force Investigations and Audits**
- **Section 2 - Personnel/Training/Scheduling**
- • **3-02-005 Scheduling**
- • **3-02-010 Mandatory Rotation Of Line Personnel In Custody**
- • **3-02-020 Overtime Hiring and Cancellation**
- • **3-02-025 Film Security Overtime**
- • **3-02-030 Overtime Vacancies Worked by Scheduling Supervisors**
- • **3-02-040 Employee Absence Tracking**
- • **3-02-045 Accessing Scheduling Management System (SMS)**
- • **3-02-050 T.O. Selection and Training**
- • **3-02-060 Training Procedure**
- • **3-02-070 Drug and Alcohol Testing for Commercial Drivers**
- • **3-02-080 Searches of Sworn Personnel, Custody Assistants, Professional Staff and Their Property on the Facility**
- • **3-02-090 Off Facility Errands**
- • **3-02-100 Searches of Vendors, Volunteers, Contractors and Tours**
- • **3-02-110 Out of Security Log**
- • **3-02-120 Staff/Employee Meals**
- • **3-02-130 On-Duty Gym Use**
- • **3-02-140 South Facility Employee Fund**
- • **3-02-150 Photocopy Machine Regulations**

- • **3-02-160 Trailer and Motorhome parking at the PDC Equestrian Center**
- **Section 3 - Health and Sanitation**
- • **3-03-010 Disposal of Dangerous Contraband**
- • **3-03-020 Mandatory Use of Face Masks (Inmates)**
- • **3-03-030 Pitchess Detention Center Recycling Program**
- • **3-03-040 Trash Pickup**
- • **3-03-050 Facility Cleanliness, Barrack Orderlies, Cleaning Responsibilities and Barrack Inspections**
- • **3-03-060 Disposition of Hazardous Materials**
- • **3-03-070 Bio-Hazardous Waste Procedures**
- • **3-03-080 Pitchess Detention Center Digging and Excavation Procedures**
- • **3-03-090 Storage of Flammable Material**
- • **3-03-100 Facility Cleaning and Maintenance Inspections of Waist Chains**
- • **3-03-110 Handling of Captured or Injured Animals**
- • **3-03-120 COVID-19**
- **Section 4 - Facility Inspection/Management**
- • **3-04-010 Citizens Commission on Jail Violence Sergeant**
- • **3-04-020 Facility Log**
- • **3-04-030 UDAL Logs**
- • **3-04-040 Kitchen Dock and Delivery Procedures**
- • **3-04-050 Facility and Equipment Inspections**
- • **3-04-060 Facility Parking**
- **Section 5 - Facility Security**

- • **3-05-005 Main Gate Entry Procedures**
- • **3-05-006 Process Service on PDC Property**
- • **3-05-010 Security Alarm System**
- • **3-05-020 Facility Compound Gate Security**
- • **3-05-030 Tool Security**
- • **3-05-040 Compound Daily Security Inspections**
- • **3-05-050 Inmate Safety Checks**
- • **3-05-055 CCTV and Video Recording Equipment Inspections**
- • **3-05-060 Supervisorâ€™s Facility Security Inspection**
- • **3-05-070 Maintenance Requests**
- • **3-05-080 Facility Towers**
- • **3-05-085 Perimeter Light Inspection**
- • **3-05-090 Key Control Procedure**
- • **3-05-095 Rescue Tool-Safety Cutter Control Procedure**
- • **3-05-100 Main Control & Administrative Hallway Security**
- • **3-05-110 Public Tours**
- • **3-05-120 Maintenance/Instructors/Custody Facility Guest Key and Pass Procedures**
- • **3-05-130 Use Of Radio By Desk Personnel**
- • **3-05-140 Portable Radio and Battery Procedures**
- • **3-05-150 Vehicles Inside of Security**
- • **3-05-160 Escorting Private Contractor and Vendor Security**
- • **3-05-170 BOQ Issuance and Key Control**
- • **3-05-180 Active Shooter Response**

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