

## 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**

## • **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 supervisor and submit a help desk ticket via the Cherwell Portal located here: [REDACTED TEXT]

**Revision Date 04/22/19**

**11-10-16 SOUF**

• • **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 **P**rofessional 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**

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**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.

#### **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:

- 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-

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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

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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., 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 n~~ **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**

• • 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.**

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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**

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**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

**~~PURPOSE OF ORDER:~~**

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

**~~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

#### **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.

#### **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.

## **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

**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~~

**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.~~

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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:**

**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

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**PURPOSE OF ORDER:**

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

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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:**

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~~

#### ~~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.

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**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

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**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.

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**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 d 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: CDM 4-07/020.00~~

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#### ~~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:** CDM 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.

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### **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.

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**Revision Date** 10/30/20

**09/10/97 SOUF**

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• • **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

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**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.

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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:**

[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.

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**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:** CDM 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.

-

## **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)~~.

-

### 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: CDM 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.

-

~~SCOPE OF ORDER:~~

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

-

~~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 CDM 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~~

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#### ~~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.

-

#### ~~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; CDM 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.~~

-

### **SCOPE OF ORDER:**

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

**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~~
- ~~Deck 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~~

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~~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:** CDM 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.

-

**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 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:** ~~CDM 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 CDM 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**

~~• • 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: CDM 3-06/120.00~~

~~=~~

~~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.~~

~~=~~

~~SCOPE OF ORDER:~~

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

~~=~~

~~ORDER:~~

~~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; CDM 5-01/020.00**

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

The purposed 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

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**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.

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**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:

- 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:

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: GDM 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.~~

-

**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.

-

#### SCOPE OF ORDER:

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

-

#### 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.

-

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.**

-

**SCOPE OF ORDER:**

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

-

**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.

-

SCOPE OF ORDER:

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

-

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 (CDM) 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.

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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.

-

#### 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

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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: CDM-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.

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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

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#### 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.

-

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.

=

**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.

=

**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**

## **• 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.**

-

#### **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.~~

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**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.

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Revision Date 11/25/20

03/03/15 SOUF

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