

## Chapter V - Line Procedures

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### • Section 1 - Supervision Movement and Transportation of Inmates

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#### • • 5-01-010 Inmate Count

**Reviewed Date:** 05-19-26

**Reference:** CDM 5-05/010.00, 5-05/020.00

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

The purpose of this order is to establish guidelines **procedures** for inmate count procedures 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:**

Due to the large number of inmate workers who are taken outside of security at PDC South Facility, it is imperative that accurate counts are conducted and maintained on a frequent basis. Personnel assigned to monitor and log the counts must be diligent in order to prevent escapes as well as be able to quickly assess if one has occurred.

#### COUNT FREQUENCY AND TIMES

[REDACTED TEXT]

Personnel assigned to each compound shall be responsible for counting (body count or wristband count) the inmates assigned to that compound. Both the compound officer and the ~~prowler~~ **compound rover** shall conduct independent counts of all inmates housed in their compound. Compound personnel shall compare their counts prior to advising the desk of their count. If there is a discrepancy between the two counts, both officers shall recount the inmates assigned to the barrack.

#### TYPES OF COUNTS

Outside Count:

South Facility main control (desk) desk (South David) personnel shall advise all compound personnel over using their Department handheld radio that inmate count is about to occur. Desk South David personnel shall wait a short period of time before initiating count to allow personnel to prepare for the inmate count.

Desk South David personnel will shall announce to all compound personnel over the handheld radio that it is time for count. Compound personnel shall advise inmates of the following:

- All inmates shall be outside of the barracks.
- Inmates shall line up in rows of five.
- Inmates shall face the barracks.
- There will be no eating, talking, or moving about during count.

All inmates will shall exit their barracks and line up for count in rows that are five deep. Inmates shall stand on the lines that are painted on the ground in front of the barrack.

Officers shall check the compound during this time and ensure all inmates are out of the barrack and are lined up properly. Officers will shall then count the rows of each barrack.

Desk South David personnel shall announce that it is now, "count time", and begin contacting the compound officers to receive their counts for their respective locations.

Beginning with [REDACTED TEXT], each officer shall relay their counts to the desk South David personnel for confirmation.

If a barrack count does not clear match South David's listed count, the compound officer shall:

- Recount the line.
- Check inside the barrack for any inmates.

If the second count does not clear match, the desk South David personnel shall:

- Have the compound officers send inmates back into their barrack and then conduct a count by listing all empty bunks and all "empty made up" bunks. This information shall be relayed to the Desk South David personnel over the telephone.
- Recheck any out-of-counts.
- Check all movement records.

Inside Counts - Body Count:

Inside counts follow the same procedures as outside count, except for the following:

- Desk Officers South David personnel shall advise all inmates that "This will be an inside count".
- Inmates shall lie on their stomachs, with their head towards the aisle of the barrack.
- Compound Officers shall count each individual inmate.

Inside counts shall be done for the [REDACTED TEXT]

E.M. Shift Count:

These counts are both conducted during the inmates' scheduled sleeping time. Compound Officers shall not disturb sleeping inmates for count purposes. Compound Officers shall check all bunks with inmates completely covered with blankets to assure that there is, in fact, a person in on that bunk. Count procedures shall be the same as an inside count with the exception of an inmate's position on his bunk.

Wristband Count:

A wristband count shall be conducted during the [REDACTED TEXT]

Prior to the wristband count, South David personnel shall make copies of the barrack Automated Justice Information System (AJIS) inmate count printouts ("purges"), separate them by compound, make adjustments for the "out-of-counts" on the purges, and distribute them to their respective compounds.

After the purges have been distributed by South David personnel, the compound officers shall conduct a wristband count. Compound Personnel shall compare the name and booking number on each inmate's wristband to that listed on the barrack purge. Discrepancies should be noted and corrected immediately upon the completion of all wristband checks in the officers' assigned compound.

Wristbands shall also be examined for legibility, proper fit, and for signs of fraying or tampering by touching and tugging on the wristband.

In the event a wristband is found to be damaged, illegible or missing, the inmate shall be removed from his housing area and kept away from all other inmates, until he has been positively identified and has received a new wristband.

Inmates needing to be positively identified through Livescan fingerprinting shall be escorted to the Inmate Processing Area (IPA) where IPA personnel will take their prints and shall obtain make a positive identification using LA Photo Manager [REDACTED TEXT] or Cal Photo [REDACTED TEXT], prior to a new wristband being issued and attached.

The compound officer shall then call in his/her count to the desk for clearance.

#### COUNT DISCREPANCIES

Due to the high number of "out-of-count" and working inmates at PDC South Facility, it is imperative that compounds maintain an accurate tally of in and out of count inmates in the Uniform Daily Activity Log (UDAL) or electronic Uniform Daily Activity Log (e-UDAL). These entries shall reflect a detailed description of all inmate movement into and out of each barrack. If a barrack's count and "out-of-count" totals do not match with that of the South Facility main control desk South David, the line sergeant shall immediately be notified and a review of the UDAL/e-UDAL shall be conducted to ascertain the discrepancy.

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

identified and the sergeant concurs.

The name of the sergeant who was notified and approved the correction shall also be documented. Under no circumstances shall personnel adjust the count of a compound or barrack without notifying a supervisor at the rank of sergeant or above.

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**Revision Date 12/01/20**

**06/03/97 SOUF**

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**• • 5-01-020 Facility Purge Procedures**

**Reviewed Date: 05-19-26**

**Reference: CDM 5-05/030.00**

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**PURPOSE OF ORDER:**

The purpose of this order is to outline procedures for the audit of the Automated Jail Information System (AJIS) inmate inventory, which shall be done once each shift.

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**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility, primarily but more specifically, personnel working as the watch deputy and desk officer.

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**ORDER:**

An audit of the inmate inventory from AJIS shall be completed in order to ensure an accurate accounting of all inmates, and to verify inmate movement to and from the facility.

**INMATE INVENTORIES**

The inventory of inmates assigned to South Facility may be confirmed by using the FC01 screen of the AJIS system. A detailed list of inmates assigned to specific barracks and bunks can be checked through the FC05 screen.

Various inmate movements and changes to barrack and facility counts occur during each shift. The watch

deputy is responsible for maintaining an accurate computer and paper count of any change in the facility count.

Purges are generated, printed and ready for dissemination at the beginning of each shift. The PM shift watch deputy will shall ensure that a 2200 hour purge is printed for use with the 2200 hour wristband count.

## PROCEDURES

The watch deputy is responsible for assuring ensuring all counts are accurate before initiating the inmate count at the beginning of the shift. EM shift will shall conduct a body count at 2300 and 0300 hours. AM shift will shall conduct a body count at 0700 hours. All compounds shall have purges and record all inmate movements made during the shift. PM shift will shall conduct a body count at 1500 hours and a wristband count at 2200 hours. Wristband count will confirm the proper housing locations of all inmates, barrack counts and facility.

## DISCREPANCIES

The watch deputy and desk personnel shall be responsible for maintaining a log of all inmate movements to and from the facility, all in-house movements and bunk assignments.

The watch deputy shall ensure all count discrepancies are accurately and immediately reconciled. After all discrepancies have been reconciled, desk personnel shall check the FC01 screen in AJIS and verify that the barrack totals on the screen match the current barrack totals listed on the facility count sheet.

It is the responsibility of the oncoming watch deputy, as part of his desk relief procedures, to verify there is an accurate FC01 count before relieving outgoing desk personnel. This will minimize discrepancies on the inventory reconciliation from one shift to another.

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**Revision Date 12/01/20**

**02/09/92 SOUF**

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## **• • 5-01-030 Inmate Orientation Video and Procedures**

**Reviewed Date: 05-19-26**

**Reference: Title 15, Section 1069**

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**PURPOSE OF ORDER:**

The purpose of this order is to establish inmate orientation procedures. ~~The orientation will assist in informing inmates of facility programs, rules and regulations, and Title 15 rights.~~

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**SCOPE OF ORDER:**

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

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**ORDER:**

**PDC** South Facility shall develop and maintain an inmate orientation video, covering the below listed activities, rules and practices. The Inmate Orientation Video shall be televised twice each day, once following AM (0700 hours) count and a second time following PM (1500 hours) count. Additionally, the presentation shall be played both in English and Spanish to all inmates who are "new arrivals" (pursuant to California Code of Regulations [CCR] Minimum Jail Standards, Title 15, Section 1069). Any time the Inmate Orientation video is shown, it shall be logged in the Uniform Daily Activity Log (UDAL) book for each barrack.

A detailed list of the inmate rules, printed in English and Spanish, will **shall** be posted inside each barrack and shall be reviewed during the inmate orientation video presentation at the facility.

The inmate orientation video shall address the following inmate rules, regulations, programs and activities:

- All facility rules are posted in every barrack
- Inmates who commit a disciplinary violation, may be transferred to a more restrictive facility and may lose work time and/or good time credits, lengthening their stay in jail
- ~~That~~ inmates must wear a legible wristband at all times (**P**rocedures for replacing a damaged or altered wristband will be explained)
- Inmate dress codes
- Count procedures
- Inmates are responsible for listening and responding accordingly to all facility announcements made over the facility public address system
- Visiting rules and procedures will be explained in detail
- All forms of medical treatment and procedures will be explained in detail and include information on:
  - Non-emergent services: Nurse clinic (sick call) will be conducted Monday through Friday, beginning at 0715 hours, for the upper and lower compounds (**T**he nurse will evaluate the severity of inmate medical needs and treat them accordingly)
  - Emergent services: The nearest officer should be contacted and advised of any medical emergencies
  - Pill call: For inmates receiving medication, pill call will be announced and conducted daily, at various times throughout the day
- Mail procedures for routine and legal mail will be explained in detail
- The use of inmate telephones will be explained in detail and include the following information:
  - Compound officers will coordinate the use of telephones for their respective compound

- Inmates may not use telephones in other compounds, unless expressly given permission by staff
- Access to telephones is considered a privilege, which may be suspended or revoked for misconduct
- All telephones have the capability of making collect calls only and are not available for inmates on disciplinary status
- All phones require a pre-paid phone card that can be purchased through commissary services
- All available inmate programs will be addressed, including but not limited to the following:
  - Church services
  - Alcoholics Anonymous
  - Narcotics Anonymous
  - School
  - Personal counseling
  - Library services
  - Inmate worker assignments (work time)
  - General relief (GR) assistance
- Inmates seeking a program not discussed in the inmate orientation video shall be directed to contact a compound officer or Inmate Services personnel
- The inmate grievance and request procedure shall be explained in detail
- All services and procedures for contacting Inmate Services will be addressed in detail and include the following information:
  - The use of Inmate Request Forms (SH-J-437) and their purpose
  - Questions regarding court or legal issues
  - How to apply for county probation and obtain the necessary forms and assistance

All meal rules and procedures will be addressed in detail.

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**Revision Date 12/02/20**

**05/13/96 SOUF**

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**• • 5-01-040 Inmate Meals**

**Reviewed Date: 05-19-26**

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**Purpose Of Order:**

The purpose of this order is to establish procedures for providing inmate meals. This order meets current Title

15 requirements.

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**Scope Of Order:**

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

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**Order:**

Section 1240 of California Code of Regulations (CCR), Title 15, states that three (3) meals must be provided in any 24-hour period. At least one of these meals must include hot food. If more than 14 hours passes between these meals, supplemental food must be served. A minimum of 15 minutes shall be allowed for the consumption of each meal, except for those inmates on medical diets where the responsible physician has prescribed additional time.

Meals at PDC South Facility are scheduled to begin at 0700 hours for breakfast, 1100 hours for lunch, and 1630 hours for dinner. Dinner will typically consist of a hot meal to satisfy Title 15 requirements. Inmates will be served the evening meal in the Inmate Dining Room (IDR). Breakfast and lunch will typically consist of cold meals and will be served inside the barracks.

Breakfast and lunch will typically consist of prepackaged meals. These prepackaged meals shall be delivered and served to each individual barrack on a daily basis. Compound officers shall ensure that all inmates are lined up in count formation prior to serving the meal, fully dressed, with their shirts tucked in. A prepackaged meal shall be given to each inmate as they pass in a single file line back into their barrack. These meals are to be consumed inside the barrack. Hoarding of food is not be permitted.

The IDR kitchen security deputy shall be responsible for organizing and assembling the assigned staff by making an announcement over their Department issued radio. They shall ensure all assigned personnel are at their assigned posts prior to any inmates entering the IDR.

All personnel shall be at their assigned posts during the evening meal. Employee meals and breaks shall be delayed until the inmate evening meal is complete.

Inmates in each barrack shall be escorted to the IDR as a group. Compounds shall be fed one at a time, in a manner which prevents any two compounds from intermingling with one another. Any deviation from this procedure must be approved by the watch commander. During the evening meal, the PDC South Facility clinic deputy shall organize small groups of inmates to attend pill call. This shall be done in a manner to ensure the feeding process is not interrupted.

While walking to and from the IDR, inmates are required to follow the blue lines painted on the facility ground. Inmates shall maintain a single file line, with their hands in their pockets, and fully dressed with their shirts tucked in.

Per Custody Division Manual (CDM) section 5-13/010.00, inmates shall be allowed to engage in conversation with one another as long as it at a low volume and does not interfere with the consumption of their meal.

Inmates shall remain seated at their assigned table until excused by an officer. If an inmate has not yet finished his meal, another eating table shall be made available.

A supplemental meal, whether hot or cold, is available to late arrivals, late court returnees, and any inmate who has not been fed during the previous 14 hours. The Inmate Processing Area (IPA) personnel shall coordinate the serving of these meals in conjunction with the IDR kitchen security deputy.

Any deviation from the above procedure, due to inclement weather or other special circumstances, shall be permitted with watch commander approval.

During the evening meal, under no circumstances, shall the double security doors leading to the dock area be unsecured or opened while inmates are being fed in the IDR.

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**Revision Date 01/15/19**

**05/24/95 SOUF**

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**• • 5-01-050 Vocational Security, Inmate Dining Area**

**Reviewed Date: 05-19-26**

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**Purpose Of Order:**

The purpose of this order is to establish standard procedures regarding the overseeing of the vocational security, inmate dining area.

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**Scope Of Order:**

This order shall apply to all personnel assigned to or working at South Facility, Ranch Field Operation.

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**Order:**

Due to the increase of vocational inmate workers being temporarily housed while being fed at the vocational inmate dining area (150 to 200 Inmates) the following procedures shall be implemented.

The assigned security personnel for the inmate meal will be the rank of deputy.

That deputy will be armed with a Mark 9 OC canister and at least two sting ball grenades. The sting ball grenades and Mark 9 OC canisters shall be secured within the vocational area security booth. Any use of special weapons shall be guided by Custody Division Manual (CDM) section 3-03/010.00 Deployment of Special Weapons.

During inmate meals a video camera shall be focused on the inmate dining area. If no incident occurs, the camera shall be erased and used for the following meal.

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## **• • 5-01-060 Search Procedures (Barrack Searches)**

**Reviewed Date:** 05-19-26

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### **Purpose Of Order:**

The purpose of this order is to establish procedures and guidelines for the frequency of searching barracks at Pitchess Detention Center (PDC) South Facility. The intended purpose of frequent searches is aid in the control of contraband, to recover missing or stolen property, and to ensure the security and safety of the facility.

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### **Scope Of Order:**

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

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### **Order:**

Inmates and their property are subject to search at any time. Whenever possible, all deputies and custody assistants are encouraged to conduct random searches of inmates, their housing areas, and areas commonly accessed by inmates. Inmate barracks and work areas shall be searched on a frequent, regular basis to prevent and control the movement and possession of weapons, narcotics, stolen property and accumulation of other contraband.

For barrack searches, a line sergeant shall be notified prior to the start of the search, and the line sergeant or supervising line deputy must be present during the entire search. There shall be a sufficient number of custody personnel to conduct the search in a safe manner. The amount of personnel needed shall be determined by the size of the area to be searched.

Prior to any search, the area should be cleared of inmates. Inmates should be escorted to another area

## **Barrack Search Classifications**

### **Cursory Barrack Search:**

Cursory barrack searches should be conducted at random by personnel. This type of search is casual and low profile, typically undertaken by one or two Deputies and/or custody assistants, which involves searching a limited number of bunks and/or inmates. A cursory barrack search may also include a search of the bathroom, shower, day room and other common areas accessed by inmates.

The purpose of a cursory barrack search is to control contraband and discover weapons and narcotics. Spontaneous, random, and unscheduled searches can aid in the recovery of contraband. During a cursory barrack search, deputies and/or custody assistants should reasonably limit the total number of bunks being searched (usually 10 to 12 bunks). This type of search should not affect the normal operation of the facility.

Personnel conducting a cursory barrack search must ensure bunks and property are not disturbed more than necessary in order to thoroughly search the area/bunks being targeted. Only items identified as contraband should be confiscated and removed.

### **Routine Barrack Searches:**

Routine barrack searches when conducted at regular intervals, positively affect the security and safety of both inmates and employees. A routine barrack search can be either random or scheduled (i.e., linen exchange) and encompasses a search of the entire barrack.

All barracks should be searched at least twice a month. All other common areas should be searched thoroughly, at least once a month, for weapons, narcotics and other contraband. A "common area" is any area which can be accessed by inmates such as the yard, inmate dining room, kitchen, visiting or clinic.

Housing areas should be searched thoroughly, paying close attention to any crevices or holes where contraband may be hidden. When searching cells or bed areas, mattresses should be inspected for lumps and/or irregular seams. Bedding and clothing (paying particular attention to seams), all bunks, tables, and chairs shall also be closely inspected. Any excess food, clothing and contraband shall be removed from cells and housing areas. All contraband items shall be documented and inmates disciplined accordingly.

### **Specific Barrack Searches:**

A Specific Barrack search is conducted when reasonable suspicion exists, based upon specific, articulable information, that there are narcotics, weapons, missing/stolen property, or other items of evidentiary value within the barrack or area to be searched. This type of search will be methodical, thorough and complete. It may result in the interruption of normal operations of both the barrack and facility, depending on the scope and number of barracks to be searched.

Any personnel wishing to conduct a specific barrack search shall notify the supervising line (senior) deputy and articulate the reasons why the search is being requested. The supervising line (senior) deputy will then notify the line sergeant who will determine if a specific barrack search is warranted. A sergeant or supervising line (senior) deputy must be present during the entire search. The search should be videotaped for documentation and to monitor inmate behavior.

### **Search Documentation and Reports**

At the completion of any search, the watch deputy shall make an entry in the facility log noting the barrack searched, the sergeant who supervised the search, and any significant information resulting from the search.

All searches shall be logged and signed in the Uniform Daily Activity Log (UDAL) by the line sergeant or senior deputy. The handling deputy or custody assistant designated to complete the search report shall be responsible for processing it through the Custody Automated Reporting and Tracking System (CARTS). Upon completion, the report will be approved by the watch sergeant, and submitted to the watch commander for review. All search reports shall be completed and approved by the watch commander the end of the shift. A copy of the report shall be retained in a binder, located in the sergeant's office.

### **Care and Control of Inmate Property**

Personnel participating in any type of barrack search should handle the inmate's property with care.

- If inmates are removed from their housing area and their property left behind, the property will be searched and all contraband items removed. The property shall be left on top of the inmate's bunk.
- If inmates are removed from their housing area and they take their personal and county issued property (excluding mattress), the property should be searched in their presence. When all contraband items are removed, the remainder of the property will be returned to the inmate.
- Bunks of inmates who are not present, due to other commitments (e.g., court, class, work assignments, medical passes, etc.) shall also be searched.
- All excess personal property possessed by the inmate shall be disposed of or released to a visitor. Inmates shall be given a choice of which property they wish to dispose of without compensation.
- In order to ensure clean and sanitary housing for all inmates, perishable foods, served with inmate meals, not consumed within a 4 hour period shall be destroyed.

Pictures, drawings, etc., determined to be lewd, overly inappropriate, or gang related shall be properly disposed of in the contraband barrel.

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### **• • 5-01-070 Search Procedures (Inmate Searches)**

#### **Purpose Of Order:**

The purpose of this order is to establish procedures and outline the frequency of searching inmates, inmate workers and incoming lines of inmates at Pitchess Detention Center (PDC) South Facility to control contraband, recover missing or stolen property, and to ensure internal security and safety of the facility.

#### **Scope Of Order:**

This order applies to all personnel assigned to, and working at PDC South Facility, specifically those assigned to search inmates, including, but not limited to Inmate Processing Area (IPA) personnel.

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**Order:**

Inmates and their property are subject to search at any time. All deputies and custody assistant personnel are encouraged to conduct random searches of inmates whenever possible. Inmates should be searched on a frequent, regular basis to prevent and control the movement and possession of weapons, narcotics, stolen property and other contraband.

As per the Custody Division Manual (CDM), there are four (4) types of inmate searches:

- Pat Down/Cursory Search: A search which requires the physical "patting" of a person over their clothing.
- Strip Search: A search which requires a person to remove or re-arrange some or all of their clothing to permit a visual inspection of the underclothing, breasts, buttocks or genitalia.
- Visual Body Cavity Search: This search is the visual inspection of a person's body cavities (i.e., skin folds, rectal and vaginal cavities).
- Physical Body Cavity Search: This search is the intrusion into a person's body cavity for the purpose of discovering and/or retrieving any object concealed within the cavity.

Personnel may, at any time conduct pat down, cursory or strip searches of inmates without a supervisor present. Visual body cavity searches shall require a supervisor be present. Physical body cavity searches require a search warrant or court order and shall only be conducted in a clinical setting by medical personnel.

All incoming inmate lines, inmate workers returning to their housing areas, or any inmate who has left security and is returning, shall report to the IPA for a visual cavity search. Personnel performing the visual cavity search shall not begin the search until a supervisor has been notified and is present in the IPA.

All searches will be conducted in accordance with CDM section 5-08/010.00 and in compliance of all Prison Rape Elimination Act of 2003 (PREA) standards.

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**• • 5-01-075 Inmate Worker Check-in/out**

**Reviewed Date: 05-19-26**

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**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for checking inmate workers in and out of Pitchess Detention Center (PDC) South Facility while they are assigned to a work crew.

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**SCOPE OF ORDER:**

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

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**ORDER:**

In order to maintain facility security and assist the PDC South Facility main control desk (David) personnel verify daily inmate counts, [REDACTED TEXT] The assigned work crew supervisors shall do the following:

- [REDACTED TEXT] (volunteer inmate workers who are not approved by classifications personnel shall not be allowed to work)
- Coordinate with compound personnel to ensure the correct number of inmate workers leaving each barrack are documented in the Uniform Daily Activity Log (UDAL) for that barrack
- [REDACTED TEXT]

Individual inmate worker names do not need to be written in the UDAL since they are already included on a list. A numeric tally shall be kept of inmates leaving each barrack for work in the corresponding UDAL. Compound personnel shall ensure accurate count of inmates at all times by documenting any changes on the list of inmates coming in and out of the compound.

[REDACTED TEXT]

**04/07/21 SOUF**

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• • **5-01-080 Photographic Identification and Videotaping of Inmate Work Crews**

**5-01-080 Photographic Identification and Videotaping of Inmate Work Crews**

**Effective Date: 07-19-95**

**Revision Date: 05-11-17**

**Review Date: 05-11-19**

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**Purpose Of Order:**

The purpose of this order is to establish operational procedures and guidelines for the photographic identification and video-taping of inmate work crews who leave Pitchess Detention Center (PDC) South Facility to work in locations outside of security.

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**Scope Of Order:**

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This order applies to all personnel assigned to, and working at PDC South Facility, specifically those who supervise inmate work crews, Adam units, and deputies assigned to the South Facility In/Out Shack.

**Order:**

All inmate work crews leaving the PDC South Facility compound to work at other locations will be photographically identified and video-taped as they leave the facility. Each inmate's face shall be compared to his booking photo, which will be maintained in the photo check-out book. The book shall be maintained by the In/Out Shack Deputy on a daily basis. Each inmate shall then be video recorded with a full unobstructed facial view as their wristband is checked and the inmate's last name, first name and the entire booking number are read aloud.

Classification Office personnel will provide the In/Out Shack deputy with the inmate worker movement list Monday-Friday. The In/Out Shack deputy will be responsible for printing out the inmate's picture using the Cal-Photo system and placing the photograph into the assigned work crew photo book. Classification personnel shall contact the In/Out Shack deputy with any changes to any of the inmate work crews.

Inmate work crews will be paged via the public announcement (PA) system starting at 0600 hours, to report to gate #8. All inmates shall then be escorted by custody personnel to gate #8. The In/Out Shack deputy will check each work crew into the Court Services Transportation (CST) sally port by checking the inmate's wristband. All inmate work crews will be locked in the "dog run" before the outer gate is unlocked. The outer gate #8 will be opened by the assisting Adam 7 unit. At no time shall the In/Out Shack deputy's key ring have both interior and exterior jail access keys in the facility. An interior access key shall be kept secured in the key safe and shall only be removed from the safe in emergent situations.

A minimum of two (2) Adam units shall assist the In/Out Shack deputy with the photographic identification and video recording of all inmates who are exiting the facility to work. The In/Out Shack deputy will be responsible for retaining and maintaining the video recordings. Video recordings may be deleted or recorded over, as necessary, after a period of 24 hours.

The purpose of this video recording is to have the ability to instantly identify an inmate if he is missing or has possibly escaped. The Watch Commander shall be immediately notified when it is determined that an inmate is missing or has possibly escaped.

The video camera shall be maintained in the In/Out Shack building. The In/Out Shack deputy shall be responsible for ensuring that the video camera battery is charged daily.

The facility compound personnel will assist in the processing of inmate work crews if necessary.

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**• • 5-01-090 Inmate Temporary Holding Area Procedures**

**Reviewed Date: 05-19-26**

**Purpose Of Order:**

The purpose of this order is to establish procedures for use of the Pitchess Detention Center (PDC) South Facility inmate temporary holding areas.

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**Scope Of Order:**

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

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**Order:**

South Facility has three (3) approved inmate temporary holding areas where inmates may be temporarily housed. The PDC laundry facility has one (1) additional approved inmate temporary holding area. The temporary holding areas may be used to temporarily house inmates pending disciplinary housing, inmates involved in criminal activity, assaultive or recalcitrant inmates, inmates with a "keep away" status, or inmates under mental observation. The locations of the approved temporary holding areas are as follows:

- **South Inmate Temporary Holding Area #1**, adjacent to main control
- **South Inmate Temporary Holding Area #2**, inside Barrack 30
- **South Inmate Temporary Holding Area #3**, adjacent to the PDC South visiting center consisting of two (2) separate holding areas
- **PDC Laundry Temporary Holding Area**, adjacent to the PDC laundry security office

Priority shall be given to inmates who pose a risk to the safety and security of the facility.

Responsibility for monitoring the inmate temporary holding areas while they are occupied by inmates shall be as follows:

- **Area #1**: Adam Compound personnel
- **Area #2**: Barrack 30 personnel
- **Area #3**: Eddie Compound personnel.
- **Laundry Area**: laundry security personnel

Whenever personnel place an inmate in any of the holding areas, the line sergeant, watch sergeant, supervising line deputy, and watch deputy shall be immediately notified as soon as safely possible. Additionally, the following procedures shall be adhered to:

- Recalcitrant, hostile, or aggressive inmates shall be kept in normal traffic areas, searched, and escorted to holding areas under the direction of a supervisor.

**Note:** Any force used during the restraining of the inmate(s) shall be reported per CDM section 7-06/000.00, "Use of Force Reporting Procedures."

- After a violent or recalcitrant inmate has been placed in a holding area, a sergeant shall be present when removing the inmate from the holding area.
- Whenever possible, the handcuffing or un-handcuffing of violent and/or recalcitrant inmates in a holding area shall be accomplished by using the holding area gate portal. Personnel shall not enter a temporary holding area to contact or remove an uncooperative, aggressive, hostile, or armed inmate unless an immediate threat of physical harm is present.
- Violent or recalcitrant inmates may be left handcuffed in a temporary holding area for the shortest period of time possible. Inmates shall not be restrained to fixed objects unless the object is designed or commonly used for that purpose, and only for the shortest period of time possible. The responding sergeant shall evaluate the incident and determine the appropriate use of restraints.
- The following shall apply to inmates left restrained in a temporary holding area:
  - Inmates shall be handcuffed (with the cuffs double locked) with their hands behind their backs when feasible.
  - Restrained inmates shall not be left in a holding area with unrestrained inmates.
  - 15 minute safety checks shall be conducted.
  - Restraints shall not be used as a form of discipline.
  - The sergeant shall continually evaluate the behavior of the restrained inmate to determine if the continued use of restraints is necessary. The sergeant shall document these evaluations in the housing location's Uniform Daily Activity Log (UDAL) and the Temporary Holding Area Safety Check Log.
  - If the sergeant determines the application of the restraints is no longer necessary, the sergeant shall order the removal of the restraints from the inmate. The sergeant shall be present when the restraints are removed from the inmate. The time the restraints were removed and the reason(s) why they were removed shall be documented in the housing location's UDAL.
  - All procedures and notifications outlined in CDM sections 7-03/000.05, "Fixed Restraints," and 7-03/000.10, "Security Restraints and Separation/Isolation of Inmates" shall be adhered to at all times.
- The Temporary Holding Area Safety Check Log, located in the South Facility shared files folder "\\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\Temporary Holding Area Safety Check Log", shall be maintained for each inmate placed in a holding area. Personnel placing an inmate in a holding area shall immediately notify Adam Compound, Barrack 30, and/or Eddie Compound personnel, and shall supply all information needed for the log.
- The Temporary Holding Area Safety Check Logs shall be initiated in the watch sergeant's office. The handling deputy shall write the following information on the watch sergeant's white board and the Temporary Holding Area Safety Check Log:
  - Inmate's name, booking number, holding area location, housing location, reason, and time the inmate was placed in the temporary holding area
- When an inmate is moved from a temporary holding area to their final destination, the handling deputy shall immediately notify the watch sergeant, line sergeant, and supervising line senior.
- The Temporary Holding Area Safety Check Log shall be returned to the watch sergeant for review and approval. Once approved, the supervising line senior shall scan it into the PDC South shared files folder "\\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\Temporary Holding Area Safety Check Log." The completed form shall be given to the watch deputy to be filed with the daily facility logs.

- When performing inmate safety checks in the temporary holding areas, personnel shall ensure they carefully monitor and document the condition of the inmate(s). Medical assistance shall be summoned immediately whenever an inmate appears to be experiencing medical distress or complains of difficulty breathing.
- The watch deputy shall immediately notify the watch sergeant when an inmate has been in a temporary holding area for more than one (1) hour. The watch sergeant shall ascertain the reason for the transfer delay and assist in expediting the inmate's transfer. Inmates shall not be left in the temporary holding area for more than four (4) hours without the approval of the watch commander. In instances of inclement weather, the watch sergeant on duty shall be responsible for deciding if these time limits should be shortened further or if an alternate holding area should be utilized. If an inmate is left restrained in a temporary holding area for a period of more than one (1) hour and the sergeant has determined that the restraints should not be removed, the sergeant shall consult with the watch commander. The watch commander shall personally evaluate the behavior of the inmate and determine the next course of action.
- Barrack 30 personnel and/or Eddie Compound personnel shall ensure inmates in temporary holding areas do not miss their scheduled meals and are allowed to use the restroom.
- Restrained inmates who are left in temporary holding areas shall also be offered regularly scheduled meals and allowed to use restroom facilities. Custody personnel shall notify a sergeant of the need for these actions. The sergeant shall determine if these actions may be accomplished in a manner that is safe for custody personnel and the inmate. The sergeant shall be present if the restraints are removed for these purposes. The sergeant shall document these evaluations in the inmate's housing location's UDAL.
- Documentation procedures shall not be implemented when a temporary holding area is utilized as a temporary overflow for doctor's line, court line, video conference, pill call, etc. Additionally, routine incoming and outgoing lines held in the IPA, or in **Area #2**, shall not be logged.

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**Revised 06/03/20**

**Revised 12/23/19**

**05/26/95 SOUF**

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## **• • 5-01-100 Inmate Transportation**

**Reviewed Date: 05-19-26**

### **Purpose Of Order:**

The purpose of this order is to establish guidelines for the transportation of inmates to and from Pitchess Detention Center (PDC) South Facility.

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**Scope Of Order:**

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

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**Order:**

A van, radio car or bus will be utilized for the transportation of inmates. Any need to transport an inmate shall be done utilizing two (2) armed deputies, for the purposes of escorting and monitoring the inmate.

When an inmate is to be transported in a county vehicle, he will be handcuffed and supervised at all times. All inmates shall wear factory installed, or Department authorized and installed, safety belts when being transported in a county vehicle.

**Inmates will not be transported in or upon any vehicle not specifically equipped or modified to transport passengers. This policy shall apply to on-road vehicles, off-road vehicles, farm vehicles and any other motorized equipment utilized at South Facility.**

Personnel assigned to transport inmates off of the facility grounds shall post their names and contact phone number (cell phone if applicable) on the information board in the watch sergeant's office. The watch deputy shall be responsible for noting the time personnel left the facility, arrived at their destination, and the time they returned. Transporting personnel shall notify the watch deputy upon their arrival and departure at the intended location.

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**• • 5-01-110 Transportation of Inmate Workers on Pitchess Detention Center Property**

**Reviewed Date: 05-19-26**

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**Purpose Of Order:**

To establish procedures for the safe transportation of inmate workers on the Pitchess Detention Center (PDC) properly utilizing the county buses, pick-up trucks, and flatbed work trucks provided to South Facility from the Motor Pool. This order will clarify the duties and training required of personnel operating these vehicles.

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**Scope Of Order:**

This order applies to all personnel working South Facility and Ranch Operations, and specifically to the Laundry Facility and Ranch Field Crew personnel who transport inmate workers via motor vehicles.

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**Order:**

Transporting inmate workers to various locations throughout the PDC property is a required daily event. This includes the transportation of inmate workers between South Facility, the Laundry Facility, and various field assignments. Due to the number of inmates assigned to some of these duties, these inmate workers are transported via County buses, pick-up trucks, and flatbed work trucks assigned to South Facility, and maintained by the Motor Pool.

#### Pick-up and Flatbed Trucks

Pursuant to 23116(d) of the California Vehicle Code, which states in part, "Subdivisions (a), (b), and (c) do not apply to any person transporting one or more persons in the back of a truck or flatbed motor truck owned by a farmer or rancher, if that vehicle is used exclusively within the boundaries of lands owned or managed by that farmer or rancher, including the incidental use of that vehicle on not more than one mile of highway between one part of the farm or ranch to another part of that farm or ranch" allows PDC personnel assigned to Ranch Field Operations may transport inmate workers in the open bed of a pick-up truck, or flatbed work truck.

Personnel driving pick-up and flatbed trucks while transporting inmate workers to their assigned work stations shall adhere to the following safety rules:

1. Inmates shall remain seated at all times while the vehicle is in motion.
2. Inmates shall sit on the bed floor of the pick-up or flatbed truck vehicle only, unless approved seats and restraints are installed.
3. The vehicle must have a closed tailgate or fence.
4. The vehicle shall not be driven in excess of 25 miles per hour.
5. All sharp tools (shovels, rakes, hoes, pick-axe, Pulaski, saws) shall be secured in an enclosed compartment or trailer.

Due care and caution while transporting inmate workers is paramount. This order and the vehicle code do not absolve the drivers of vehicles driven in a reckless or dangerous manner.

#### County Buses

Due to the PDC property being a private, non-dedicated, county owned property, many sections of the California Vehicle Code (CVC) governing the operation of motor vehicles, do not apply. This includes vehicle licensing requirements. However, it is not in the best interest of assigned personnel to operate a county buss without some type of formal training.

Due to the above concerns, the California Department of Motor Vehicles (DMV), and the Sheriff's Department Court Services Transportation Bureau staff were contacted and a Standards for Training in Corrections (STC) Advanced Drivers Training class was established to properly train personnel who routinely operate these busses. This training DOES NOT alleviate or replace CVC requirements of obtaining a Class "B" commercial driver's license if the county buses are driven off of the PDC property and on to any public roadway.

Effective immediately, the following procedures are established for the transportation of inmate workers, in

county buses, while on the PDC property:

- South Facility personnel shall not transport passengers in a county bus, on PDC property, until they have completed the STC approved Advanced Driver Training class. All Laundry Facility security staff and selected Field Crew personnel shall be required to take and pass, the STC approved Advanced Driver Training class.
- The Advanced Driver Training STC class is specifically designed to teach personnel how to safely drive a passenger bus. Included in the class will be classroom and practical application training covering the DMV Commercial Drivers Handbook, air brake inspection, vehicle pre-inspection, and behind the wheel driving scenarios.

At no time will a bus carrying passengers be driven by an untrained employee without the approval of a supervisor, holding the minimum permanent rank of a sergeant.

This unit order is written, based upon the following information, provided by Road Maintenance Superintendent Robert W. Holmes (Road Maintenance Division, Los Angeles County Department of Public Works) and section 21107.7 of the California Vehicle Code:

- All roadways within the boundaries of the Pitchess Detention Center are considered non-dedicated private roads located on private property.
- The land owner is the County of Los Angeles, and the property manager is the Los Angeles County Sheriff's Department.
- In order for a road to be a public roadway, it has to be constructed to DPW standards and accepted into the road system by the Los Angeles County Road Commissioner (Director of Public Works or her designee).
- Public roadways are generally open to the public; however there are exceptions to this rule, ie; unimproved roadways, roads damaged by some type of disaster, or a road being reconstructed.
- Funds used to maintain public roadways are generally provided through gas taxes.

In researching the status of the roadways located within the PDC property, Road Maintenance Superintendent Robert W. Holmes concluded:

- If the roads within the Pitchess Detention Center were public roadways they would be maintained and inspected by The Department of Public Works, Road Maintenance Division, utilizing public funds, which they are not.
- The roadways would be listed in the Department of Public Works Road Codes Database (a database of public roads maintained by the Department of Public Works), which they are not.
- For the past 23 years the Department of Public Works, Road Maintenance Division has performed a number of projects on the Ranch. In each instance the work was funded through a

Sheriff's Department, Departmental Service Order (DSO) and not public funding.

21107.7 CVC

(a) Any city or county may, by ordinance or resolution, find and declare that there are privately owned and maintained roads as described in the ordinance or resolution within the city or county that are not generally held open for use of the public for purposes of vehicular travel but, by reason of their proximity to or connection with highways, the interests of any residents residing along the roads and the motoring public will best be served by application of the provisions of this code to those roads. No ordinance or resolution shall be enacted unless there is first filed with the city or county a petition requesting it by a majority of the owners of any privately owned and maintained road, or by at least a majority of the board of directors of a common interest development, as defined by Section 1351 of the Civil Code, that is responsible for maintaining the road, and without a public hearing thereon and 10 days prior written notice to all owners of the road or all of the owners in the development. Upon enactment of the ordinance or resolution, the provisions of this code shall apply to the privately owned and maintained road if appropriate signs are erected at the entrance to the road of the size, shape, and color as to be readily legible during daylight hours from a distance of 100 feet, to the effect that the road is subject to the provisions of this code. The city or county may impose reasonable conditions and may authorize the owners, or board of directors of the common interest development, to erect traffic signs, signals, markings, and devices which conform to the uniform standards and specifications adopted by the Department of Transportation.

(b) The department shall not be required to provide patrol or enforce any provisions of this code on any privately owned and maintained road subjected to the provisions of this code under this section, except those provisions applicable to private property other than by action under this section.

(c) As used in this section, "privately owned and maintained roads" includes roads owned and maintained by a city, county or district that are not dedicated to use by the public or are not generally held open for use of the public for purposes of vehicular travel.

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**• • 5-01-120 Transportation & Handling of Inmate Field Crew Workers for Injury...**

**Reviewed Date: 05-19-26**

**Purpose Of Order:**

The purpose of this order is to outline duties for the Pitchess Detention Center (PDC) South Facility main control, PDC ranch field personnel and PDC South Adam units, in the handling of inmate workers who require transportation for discipline or medical attention due to injury.

**Scope Of Order:**

This Order applies to all personnel assigned to, and working at PDC South Facility, specifically those

assigned to main control, field crews and Adam units, on all shifts where inmate workers are working in the field positions.

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**Order:**

In the event that an inmate assigned to a field crew is being placed on discipline, or is injured (during their work assignment), the paperwork and subsequent transportation of the inmate shall be handled accordingly. Field crew security personnel will not be responsible for the completion of the discipline paperwork (e.g., Inmate Reports Tracking System [IRTS] entries, etc.) or Inmate Injury/Illness Report (SH-J-212).

Personnel shall follow the procedures outlined below for handling the transportation of injured inmates or inmates in need of disciplinary housing:

- Vocational security, field, and laundry personnel shall contact the watch deputy and/or main control and advise them they have an inmate who is injured or in need of disciplinary action.
- Circumstances permitting, vocational security personnel will respond and assume responsibility for the inmate, provide transportation, complete any associated documentation (e.g., IRTS, Inmate Injury/Illness Report [SH-J-212], Incident Report [SH-R-49], etc.) and make the required notifications. If vocational security personnel are unavailable, an Adam unit will assume the above listed responsibilities.
- South Facility main control personnel shall immediately contact compound personnel to retrieve the inmate's property and adjust the count in the Uniform Daily Activity Log (UDAL) or electronic Uniform Daily Activity Log (e-UDAL).
- At no time will an inmate worker be moved without the approval of a field supervisor. Undocumented transfers of inmate workers shall not occur.

The only exceptions to the above are instances where inmates are assigned to field vocational programs. In these circumstances, the vocational instructors will contact field vocational security and the vocational security deputies will handle the necessary paperwork and movement of the inmates.

If there are any questions or a need arises to change any portion of this order due to varying circumstances, the field sergeant or field lieutenant shall be consulted.

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**• • 5-01-130 Inmate Safety Screening System – Smith Detection B-SCAN –**

**Reviewed Date: 05-19-26**

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**Purpose Of Order:**

The purpose of this order is to establish guidelines, and frequency for screening inmates at Pitchess Detention Center (PDC) South Facility utilizing the security screening system "Smith Detection B-SCAN 16HR-LD 250" (B-SCAN/X-ray) to control contraband, recover missing or stolen property, and to ensure internal security and safety.

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**Scope Of Order:**

This order applies to all personnel assigned to, and working at PDC South Facility, particularly to those assigned to search or screen inmates, including but not limited to Inmate Processing Area (IPA) and B-SCAN/X-ray security personnel.

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**Order:**

The purpose of the B-SCAN/X-ray screening system is to curtail the supply of contraband entering PDC South Facility and to minimize the need for more intrusive methods of searching inmates during the intake process and routine searches. The B-SCAN/X-ray will be used in the IPA of PDC South Facility (Barrack 40) to screen new inmates, court returnees, inmate workers and any inmates housed currently at PDC South Facility.

The B-SCAN/X-ray screening system will help reduce the amount of contraband which is undetected by use of visual searching methods and will help reveal contraband secreted in an inmate's clothing, as well as body cavities.

**B-Scan/X-Ray Operators**

All B-SCAN/X-ray screening system operators shall be trained by Custody Training and Standards Bureau (CTSB), or their designee(s), in the operation of the system and how to identify contraband on the display screens. Custody assistants (CA's) will be the primary operators of B-SCAN/X-ray equipment. However, deputies who are trained may be requested to use the B-SCAN/X-ray equipment on an as needed basis.

B-SCAN/X-ray screening operators and any personnel in a position to directly observe the B-SCAN/X-ray display, shall be of the same gender as the inmate being screened.

Personnel who have not been formally trained on the operation of the B-SCAN/X-ray screening system shall not attempt to operate the system.

If a trained operator is not available, an alternate search procedure shall be utilized.

The amount of x-ray exposure from the B-SCAN/X-ray screening systems is extremely low. The x-ray exposure from a single pass through the system is equivalent to about three (3) minutes of flying in an aircraft at an altitude of 30,000 feet. In addition, no x-ray radiation reaches beyond the safety zones which are clearly marked around the base of the system or through the side panels.

In an effort to ensure that B-SCAN/X-ray operators are not exposed to radiation, they shall be issued and shall wear a radiation detection badge, known as a dosimeter. B-SCAN/X-ray screening operators and any personnel in a position to directly observe the B-SCAN/X-ray shall wear their assigned dosimeter prior to operating the system. The dosimeter shall be secured in Barrack 40 and shall not be exposed to sunlight. The dosimeter shall not be taken home. After use, the dosimeter shall be secured in the B-SCAN/X-ray sergeant's office.

The dosimeters shall be evaluated regularly and exchanged quarterly. At the end of each quarter, expired dosimeters shall be sent back to Mirion Technologies for measurement of possible radiation exposure.

A portable video camera shall be permanently stored at each B-SCAN/X-ray screening system station. At the beginning of each shift, the B-SCAN/X-ray operator shall ensure that the video camera is functioning properly, has a charged battery, and recording media with sufficient storage space. The portable cameras shall be used as a back-up in case the CCTV cameras installed in barrack 40 malfunction.

### **B-Scan/X-Ray Screening Procedures**

Inmates who are to be screened shall be escorted into the screening area, located in Barrack 40. The amount of inmates in barrack 40 for screening shall be determined by the sergeant. The inmates will stand quietly and face the wall as custody personnel provide the following instructions in preparation to move one (1) inmate at a time through the B-SCAN/X-ray screening system:

- Place property on the table for searching
- Present wristband for scanning
- Step up on to the conveyor belt with the toes on the edge of the belt facing the operator
- Stand with hands to sides, with the tip of the thumbs placed on hips, fingers spread apart and feet shoulder width apart
- Turn head toward the exit
- Prepare for the screening system conveyor belt to move through the screening system and ensure inmate does not move during the scanning process to prevent a miss scan

When the B-SCAN/X-ray screening operator is ready, custody personnel will direct the inmates, one at a time, through the B-SCAN/X-ray screening system. At the completion of each scan process, the inmate will be instructed to safely step off the system conveyor belt, face the exit (North Doors) of Barrack 40, place their hands behind their back, and refrain from talking. During this time, the B-SCAN/X-ray screening operator shall evaluate the inmate's scan. If the B-SCAN/X-ray screening operator determines the inmate is clear of any contraband, the inmate will be directed to recover his property and follow the directions of deputy personnel.

If the B-SCAN/X-ray screening operator observes something suspicious or foreign in the inmate's scan, the screening operator shall notify the assisting deputy and the sergeant. The inmate shall then be handcuffed and segregated. Once the inmate is segregated, he shall be supervised by deputy personnel at all times to prevent the inmate from disposing any evidence of contraband. The inmate shall be visually searched and given the opportunity to voluntarily remove the contraband in accordance with Custody Division Manual (CDM) section 5-08/010.00, Searches.

Medical personnel shall be summoned to the location to evaluate the inmate's health. If the inmate needs emergent medical attention, he shall be transported via ambulance to the nearest hospital.

The inmate shall be waist-chained with the handcuffs positioned on the side of the inmate's hip, double locked in accordance with CDM section 5-05/120.00, Waist Chain Procedures if medical personnel does not deem the inmates health at risk and the following occurs:

- The inmate cannot or will not remove or surrender the contraband
- Medical personnel determined removal of the contraband is hazardous to the health and safety of the

### inmate

The waistband and ankles of the inmate's pants shall be taped closed to restrict the inmate's access to their body cavities. The tape should never be applied in a manner to restrict circulation, or directly over the inmate's skin.

Measures shall be taken to prove/disprove the existence of concealed contraband inside the inmate's body (x-ray, body scanner, inmate admittance, canine alerts, etc.).

After contraband has been confirmed, contraband watch procedures shall be initiated and conducted in accordance with Custody Services Division Directive 15-001, Contraband Watch Procedures.

Reports of contraband shall include the inmate's name, booking number, location of the scanner, contraband discovered, and photographs of the contraband if available.

## **Refusal Procedures**

### **New Inmate Arrivals**

All incoming lines (new arrivals) shall submit to the custody safety screening program (B-SCAN). Inmates who refuse to be screened are subject to being rehoused at an outlying facility. An "Information Only" Inmate Reports Tracking System (IRTS) shall be submitted documenting the refusal. An inmate who becomes recalcitrant during any part of the screening or subsequent process, shall be handled as described in CDM section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."

### **Court Returnees**

All inmates returning from court shall submit to the custody safety screening program (B-SCAN). Inmates who refuse to be screened, shall be rehoused at an outlying custody facility, per Personnel Management Bureau (PMB) housing guidelines. Additionally, an "Information Only" IRTS report shall be written by the handling Deputy, or his/her designee, detailing the Inmates refusal to submit the custody safety screening program (B-SCAN).

If an inmate declines to participate in the B-SCAN/X-ray safety screening process, a sergeant shall be notified. The inmate shall be subjected to a visual body cavity search. The visual body cavity search shall be in accordance with PDC South Facility unit orders and CDM, section 5-08/010.0, "Searches."

If an inmate refuses both the B-SCAN/X-ray and the visual body cavity search, a sergeant shall immediately be notified. The inmate may be subject to a "major violation" disciplinary procedure (insubordination/refusing an order) per CDM section 5-09/030.00, "Disciplinary Guidelines."

### **Pre-Arraigned Felony Inmates**

In the presence of a sergeant, pre-arraigned FELONY inmates who decline the opportunity to be screened shall be given a visual body cavity search. Inmates who refuse to submit to a visual body cavity search are subject to a "major violation" disciplinary procedure per CDM section 5-09/030.00 "Disciplinary Guidelines."

Any inmate who becomes recalcitrant during any part of the screening or subsequent searching process shall

be handled as described in CDM section 5-05/090.05, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."

Inmates who have been arraigned shall be handled in the same manner as the pre-arraigned FELONY inmates described above.

### **Pre-Arraigned Misdemeanor And Infraction Inmates**

Pre-arraigned MISDEMEANOR AND INFRACTION inmates SHALL NOT be subjected to a visual body cavity search based upon refusal alone. The act of declining the screening option does not meet the "individualized suspicion and articulable facts" required to authorize the visual body cavity search of pre-arraigned misdemeanor or infraction inmate. If, however, individualized suspicion and articulable facts exist, custody personnel may only perform a visual body cavity search upon completion of a "Strip Search Authorization Record" (SH-R-399) with approval from the watch commander.

### **Inmates With Special Needs And/Or Physical Limitations**

Inmates confined to wheelchairs or with crutches who cannot physically stand for the screening process (approximately seven seconds), as well as those inmates whose physical stature prevents them to pass through the B-SCAN/X-ray screening system, shall be searched as described in CDM, section 5-08/010.00, "Searches." Medical personnel shall be consulted if there is any question as to whether or not an inmate can safely participate in the B-SCAN/X-ray process.

### **Pregnant Inmates**

Currently, female inmates are not assigned to housing at PDC South Facility. However, in the event the facility is assigned female inmates, the following procedures shall be implemented:

Pregnant inmates shall not be screened by use of the B-SCAN/X-ray screening system. All pregnant inmates shall be searched as described in CDM, section 5-08/010.00, "Searches." All confirmed pregnant inmates shall be classified in accordance with CDM section 5-01/030.00, "Identification and Classification Symbols for Special Handling Inmates," and CDM section 5-01/030.05, "Identification and Classification for Pregnant Inmates."

### **Deaf Or Hard Of Hearing Inmates**

PDC South Facility currently does not house deaf or hard of hearing inmates. However, in the event the facility is assigned deaf or hard of hearing inmates, the following procedures shall be implemented:

Inmates who have been classified as deaf or hard of hearing are issued an inmate uniform consisting of an orange shirt and blue pants. This allows custody personnel to identify the inmate's particular needs and provide special accommodations as seen fit and/or necessary. Green wristbands are also utilized for inmates who are developmentally disabled or who have medical or sensory impairments that may require administrative segregation from the general population. The letter "D" is also placed on the inmate's green wristband, which helps identify the deaf or hard of hearing inmates.

When a deaf or hard of hearing inmate must participate in the B-SCAN X-RAY screening process, it is

imperative that custody personnel make every attempt to effectively communicate with the inmate. Manual Policy and Procedures (MMP) section 5-09-005.20, "Communicating in Writing" states, "If immediate communication is important or the communication demands are limited, communication may be accomplished in writing." Also, MMP section 5-09/005.10, "Communicating with Assistive Listening Devices" states, "Depending on the degree of impairment, effective communication may be facilitated by facing the individual and speaking loudly. If appropriate assistive listening devices are readily available, they should be provided. If they are not readily available or cannot be readily obtained, then a request for accommodation should be directed to the Department's American Disabilities Act (ADA) Coordinator/Unit."

If the above mentioned methods are unsuccessful, deputy personnel shall contact the watch sergeant and request the assistance of a sign language interpreter. If unable to locate a certified a sign language interpreter inside the custody facility, the watch sergeant shall contact the Sheriff's Headquarters Bureau at 323-523-5541 and make a request for a sign language interpreter.

Personnel should consult with a sergeant if any questions or concerns arise regarding the B-SCAN/X-ray screening process.

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**Revision Date 08-24-18**

**02/11/16 SOUF**

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**• • 5-01-140 Use and maintenance of the MobileTrace Ion Spectrometry System**

**Reviewed Date: 05-19-26**

**Reference: CDM 5-08/030.00, CDM 5-10/010.00**

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**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the use and maintenance of the MobileTrace Ion Spectrometry System.

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**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility and the Elmer T. Jaffe Visiting Center (PDC Main Visiting).

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**ORDER:**

The purpose of the MobileTrace Ion Spectrometry System is to assist in curtailing the supply of contraband, specifically narcotics, from entering the Los Angeles County Jail System. The MobileTrace device provides a minimally intrusive screening system designed to simultaneously test for a wide range of narcotics. The device is portable and capable of detecting microscopic particles of narcotics, utilizing Teflon-coated traps for vapor sampling.

NOTE: A positive hit from the device does not indicate presence of the substance, but merely that the object or person being screened has come in to contact with the substance.

The MobileTrace device provides an easy to use, efficient, and safe platform for screening of inmates, visitors, property, vehicles, mail, and packages for the presence of illegal substances. MobileTrace screenings may be conducted on all inmates, to include court returnees and inmate workers. Screenings may also be conducted on all visitors, including those in inmate visiting areas, attorneys, chaplains, and volunteers.

### MOBILETRACE OPERATORS

MobileTrace operators shall be trained by certified personnel on the operation and care of the MobileTrace device, and how to properly collect samples from the individuals or items being screened.

It shall be the responsibility of the operator to ensure the device is properly calibrated prior to use.

In order to avoid buildup of dust and other contaminants in the narcotic sensor, the device shall remain powered on at all times. If the device is to be transported or used in the field, it should be allowed to run under battery power or by utilizing the vehicle adapter. Only trained personnel shall operate the MobileTrace device.

The MobileTrace device shall be kept in the PDC South inmate processing area (IPA), located in Barrack 40, in the X-ray sergeant's office.

### TRAPS

The MobileTrace device utilizes three different Teflon cards called "traps." Operators shall wear cotton gloves or powder-free latex gloves while handling traps. The traps have a tapered end, which is the sampling end, and a broader "T" shape end, to be used as the handle. The traps to be used are described below:

- Sample traps: Identified by a circular hole in the handle.
- Calibration traps: Identified by a "C" shaped hole in the handle.
- Verification traps: Identified by a "V" shaped hole in the handle.

All traps shall be stored and used in accordance with the manufacturer's recommendations.

### INMATE SCREENING PROCEDURES

Screening of inmates at PDC South Facility shall be conducted in the screening area of the IPA located in Barrack 40. Personnel trained in the use of the MobileTrace device shall randomly select inmates who are new to the facility or currently residing in the facility.

Inmates who are to be screened shall be escorted into the IPA screening area. The amount of inmates in

Barrack 40 for screening shall be determined by the sergeant or supervisor. The inmates will stand quietly and face the wall with their hands interlaced behind their back.

In the presence of a supervisor, a trained operator will handle the traps and collect a sample, while the X-ray team and IPA personnel provide security. After collecting a sample, the trained operator shall test the sample in the MobileTrace device located in the X-ray sergeant's office.

If the sample tests positive for narcotics, deputy personnel shall isolate the inmate and conduct a criminal investigation.

NOTE: The MobileTrace device is a tool used to gain reasonable suspicion and it is incumbent upon deputy personnel to conduct a proper criminal investigation.

### VISITOR SCREENING PROCEDURES

Visitors and their property shall be searched for contraband prior to entering public visiting areas. Vehicles entering or parked in a custody facility parking lot may be searched for contraband. Adequate signs shall be installed to give visitors notice that their person and their vehicles are subject to search at any time while within the boundary of a custody facility (CDM 5-10/010.00).

Deputy personnel may randomly screen visitors entering the facility using the MobileTrace device. A MobileTrace device shall be kept in the PDC Main Visiting sergeant's office. When screening visitors, deputy personnel shall coordinate with a supervisor. Only trained personnel shall operate the MobileTrace device.

In the presence of a supervisor, a trained operator will handle the traps and collect a sample. After collecting a sample the trained operator shall test the sample in the MobileTrace device located in the PDC Main Visiting sergeant's office.

If the sample tests positive for narcotics, deputy personnel shall conduct a more thorough search of the visitor and the visitor's vehicle.

### MOBILETRACE DEVICE MAINTENANCE

Each MobileTrace device's storage location shall contain a MobileTrace maintenance log book and manual. IPA or X-ray security personnel who have been trained to use the device shall conduct the following maintenance:

#### Daily:

- Clean the touch screen
- Check trap and glove supplies
- Calibrate and verify

Shift maintenance must be performed a minimum of once per day. The operator shall date and initial the log when the action is performed and then copy and save all printouts.

#### Weekly:

- Inspect and clean the elastomeric membrane
- Clean the disorder or vapor plate
- Replace the dryer material
- Clean/replace the fan air filter
- Check the dopant levels; calibrate and verify

The operator shall ensure shift maintenance has been performed before weekly maintenance. The fifth week column on the log will be used for a 5-week month. The operator shall date and initial the log when the action is performed and then copy and save all printouts.

Monthly:

- Replace the elastomeric membrane
- Perform 4-hour burn-in
- Calibrate and verify

The operator shall ensure weekly maintenance has been performed before monthly maintenance. The operator shall date and initial the log when the action is performed and then copy and save all printouts.

Bi-annual Maintenance Schedule:

- Replace the sample filter every six (6) months

The operator shall date and initial the log when the action is performed and then copy and save all printouts.

The operator shall refer to the MobileTrace user manual to ensure adequate maintenance is performed.

SUPPLY ORDERS

All specialized or proprietary supplies shall be acquired from the County authorized vendor listed below:

US Testing Equipment, Ltd.

7201 NE 18th St, Suite A

Vancouver, WA 98661

[www.ustesting.com](http://www.ustesting.com)

Office phone: 360-735-7685

EQUIPMENT REPAIR

Requests for service shall be made to Morpho Detection, LLC, at (877) 877-1008.

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**Revision Date 01/10/19**

**01/07/17 SOUF**

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**• • 5-01-150 Handling of Recalcitrant Inmates**

**Reviewed Date: 05-19-26**

**Reference: MPP 3-10/100.00; CDM 3-04/000.00, 7-02/020.00, 7-04/000.00, 7-06/000.00**

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**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures regarding the handling of insubordinate, recalcitrant and/or aggressive inmates at Pitchess Detention Center (PDC) South Facility.

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**SCOPE OF ORDER:**

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

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**ORDER:**

A recalcitrant inmate is defined as any inmate who refuses to follow instructions, fails to submit to discipline and/or control, and/or displays hostile or aggressive behavior.

The primary concern when dealing with a recalcitrant inmate is the safety of the staff and inmates. Inmates who display such behavior pose the greatest danger to staff and other inmates. Personnel encountering such inmates shall be guided by the following:

- When it becomes necessary to move a recalcitrant inmate to prevent the escalation of a situation, or the need to separate the inmate from any setting (i.e., holding area, cell, day room, yard, etc.), personnel shall request a supervisor to respond and monitor the contact prior to movement.

NOTE: In the instance of an immediate threat of physical harm and/or the need for immediate intervention, custody personnel shall not be restricted from taking appropriate action, including the use of force, in any situation where an unsecured inmate threatens their safety. Should the need arise to use force, all personnel shall immediately contact a supervisor at the conclusion of the incident and follow procedures delineated in the Manual of Policy and Procedures (MPP), Section 3-10/100.00 and Custody Division Manual (CDM) 7-06/000.00, "Use of Force Reporting Procedures."

- Supervisors who are notified of such incidents described herein shall immediately respond to the

location of the incident and make appropriate notifications as needed (e.g., Watch Commander, emergency response team [ERT], etc.).

- At no time, unless life threatening conditions are present, shall personnel make an attempt to remove an uncooperative, aggressive, hostile or armed inmate from a secure holding area/cell without the direction of a supervisor. Personnel are reminded that time is on their side in these situations. A planned tactical approach to the situation will greatly reduce the possibility of physical confrontation or injuries. All Department members shall strictly adhere to the Manual of Policy and Procedures, Section 5-05/090.00, Escorting Procedures for Combative or Uncooperative Inmates.
- Once the inmate has been confronted and/or handcuffed, the inmate shall be kept in normal traffic areas and not be taken to secluded areas. The inmate shall be secured in an appropriate holding area/cell until a supervisor arrives.
- Recalcitrant inmates shall be properly handcuffed and searched prior to movement.
- Inmates who are uncooperative and combative, or have a history of making false allegations, shall be escorted by two Department members, one member being a supervisor. The movement shall be videotaped.

Personnel involved in an incident/altercation with a recalcitrant inmate shall not be part of the escorting team. Refer to CDM 7-04/000.00, "Escorting Procedures for Combative or Uncooperative Inmates."

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**Revision Date 03/24/21**

**00/00/00 SOUF**

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## **• • 5-01-160 IDR/ODR Rules and Procedures**

**Reviewed Date: 05-19-26**

**Reference: Title 15 Section 1230, CDM 3-06/090.00, 5-01/020.0, 5-05/110.00 and**

**5-11/040.00**

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**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the supervision of inmates who work in the kitchen and dining areas at the Pitchess Detention Center (PDC) South Facility inmate dining room (IDR) and PDC ranch officer's dining room (ODR) in order to maintain safety and security, prevent inmate escapes and remain in compliance with California health regulations.

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**SCOPE OF ORDER:**

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This order applies to all personnel assigned to, and working at the South Facility IDR or the PDC ranch ODR.

**ORDER:**

In order to maintain a safe working environment for both civilians and inmates, the following rules and guidelines shall be followed by personnel assigned to, or assisting in, the operation of either the South Facility IDR or PDC ranch ODR:

- A list of all inmates assigned to work in the IDR and ODR shall be filled out and maintained by the personnel assigned to work in each respective location for each shift. This list shall be readily available at all times, and show the current assigned work area of each inmate, with their name, booking number and housing assignment. The list shall be current and accurate and reflect all inmate movement in all work areas. If an inmate leaves his assigned work area for any reason (e.g., pill call, facility delivery, etc.), security personnel shall update the inmate's whereabouts, including the time the inmate left and returned.
- CCTV camera footage shall be frequently monitored in real time to ensure inmates are working in their assigned work areas and not roaming or delaying operations.
- Once per hour, all inmates shall be lined up and visibly accounted for.
- IDR/ODR personnel shall ensure that all inmates assigned to the IDR/ODR are in compliance with the following rules:
  - Inmates shall be inspected at the beginning of each shift to ascertain their cleanliness. Inmates shall keep themselves clean at all times while working. Special attention should be paid to locating any cuts, sores or rashes. Inmates' fingernails shall be inspected to ensure they are kept short and clean, without exception. If an inmate arrives to work with questionable hygiene, he shall be returned to his housing area to correct the issue or be denied a working assignment for that day. Any inmate found to have cuts, sores or rashes will be required to be medically cleared to continue working in the IDR/ODR.
  - Inmates shall wash their hands with soap and water before working, after using the toilet and as needed.
  - Inmates shall wear a hairnet while on duty.
  - Inmates shall wear gloves at all times while serving food or distributing spoons.
  - There will be no running in any portion of the IDR/ODR kitchen or dining room. Inmates shall walk at all times.
  - Inmate jackets shall not be worn in the IDR/ODR. ODR workers assigned to the dock, warehouse, and freezers may wear their jackets as needed.
  - All inmates shall wear County-issued shoes or boots while on duty.
  - All food handling inmates will be medically inspected each month.
  - Inmates are not allowed to possess food or drink unless given permission by the civilian cook or IDR/ODR personnel.
  - Unauthorized inmates shall not enter the IDR/ODR security offices. Inmates shall never be in the

IDR/ODR security offices unsupervised.

- Inmates shall stay in their assigned work areas at all times.
- Inmates shall not leave the kitchen without permission from the Kitchen Officer.
- Inmates are not allowed in the staff bathroom.
- Inmates shall not communicate with, pass items to or receive items from any other inmate or visitor.

In an effort to minimize the security risks in the kitchen, and to track the distribution of utensils (including knives), the following rules and procedures shall be followed:

- All knives shall be attached to a steel cable and locked to a cutting table. The immediate area around the assigned cutting table shall be specified as a "Knife Area." Knife areas shall be out of bounds to all inmates who do not have specific permission to be there.
- Inmates who need to use a knife, shall ask permission from a civilian cook or IDR/ODR personnel. Once permission is granted, any item to be cut shall be brought to the knife area by the inmate requesting permission. Once finished, the inmate shall clean and sanitize the knife.
- An inventory of all utensils and knives shall be conducted at the beginning and end of every shift. All utensils shall be kept in a locked storage cabinet in the IDR/ODR security offices. IDR/ODR personnel shall maintain a list of all utensils checked out to an inmate, including a description of the utensil, the time checked out, to whom it is assigned, and the time it was checked out and returned.
- Any inmate who possesses a utensil not assigned to him, shall be subject to discipline.
- All trucks leaving secured areas of the IDR/ODR shall be visually inspected to ensure no inmates are hiding or left inside.

The Los Angeles County Department of Environmental Health Services is responsible for periodic inspections of the facilities food operations. Any questions regarding issues concerning the preparation and serving of food can be answered by consulting the LA County Department of Environmental Health Services - Housing and Institution Unit at 626-430-5590.

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**06/29/18 SOUF**

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## **• • 5-01-170 Laundry Inmate Work Group and Line Procedures**

**Reviewed Date: 05-19-26**

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**PURPOSE OF ORDER:**

This order establishes policy and guidelines for security and line procedures at PDC South Laundry Facility.

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**SCOPE OF ORDER:**

This order applies to all personnel assigned to all personnel assigned to work at the PDC South Laundry Facility.

**ORDER:**

The overall operation and staffing of the Laundry Facility is under the command and control of PDC South Facility. All other South Facility Unit Orders and Policies apply to personnel assigned to the Laundry Facility.

**Work Group #1 - AM Shift**

AM Shift is comprised of inmates from Work Group #1. Inmates from Work Group #1 are housed in "King" Compound, Barracks #46 and #47.

Personnel from "King" Compound are responsible for ensuring Work Group #1 is in the "Dog Run" at the In/Out Shack prior to 0600 hrs. They shall also ensure the inmates have eaten their breakfast meal and are properly dressed prior to placing them in the "Dog Run." Inmates will not be permitted to bring food items to the Laundry Facility. Personnel from "King" Compound shall verify and identify, by wristband, each inmate that is placed into the "Dog Run." Personnel from "King" Compound will also be responsible for delivering a Work Group #1 purge to the In/Out Shack Deputy, which accurately reflects the inmates placed into the "Dog Run."

At 0600 hrs, security personnel from the Laundry will obtain an accurate Work Group #1 purge from the In/Out Deputy and begin loading the inmates onto buses for transportation to the Laundry Facility. The Laundry Supervising Line Deputy or Laundry Sergeant shall be present during this process. Laundry security personnel shall ensure the Video Taping, Checkout and Transportation procedures are followed.

**Work Group 2 - PM Shift**

PM Shift is comprised of inmates from Work Group #2. Inmates from Work Group #2 are housed in "Eddie" Compound, Barracks #38 and #39.

Personnel from "Eddie" Compound are responsible for ensuring Work Group #2 is in the "Dog Run," at the In/Out Shack, prior to 1400 hrs. They shall also ensure the inmates are properly dressed and do not possess any food items prior to placing them in the "Dog Run." Personnel from "Eddie" Compound shall verify and identify, by wristband, each inmate that is placed into the "Dog Run." Personnel from "Eddie" Compound will also be responsible for delivering a Work Group #2 purge to the In/Out Shack Deputy, which accurately reflects the inmates placed into the "Dog Run." One Deputy or Custody Assistant from Laundry Security Staff will respond to "Eddie" Compound and assist with this process.

At 1400 hrs, security personnel from the Laundry will obtain an accurate Work Group #2 purge from the In/Out Deputy and begin loading the inmates onto buses for transportation to the Laundry Facility. The Laundry Supervising Line Deputy or Laundry Sergeant shall be present during this process. Laundry security personnel shall ensure the following Video Taping, Checkout and Transportation procedures are followed.

Personnel assigned to the PM shift will process Work Group #2 in the Inmate Processing Area upon returning the inmates to South Facility.

### **Video Taping**

All inmate work crews leaving South Facility to work at other locations will be videotaped daily as they are leaving. These inmates shall only leave or re-enter the facility through the In/Out shack area, Gates 8 and 8A. The inmate leaving the facility shall state his last name, first name and all numbers of his booking number. The In/Out Processing Deputy shall maintain a copy of the inmate inventory list for accountability. The security staff member receiving the inmate shall verify the name and complete booking number from the inmates wristband with the inmate inventory list before leaving to the assigned work area.

The assisting security personnel will video-tape each inmate as they exit the gate, assisted by the In/Out Processing Deputy, who will again verify the inmate's identity.

**NOTE:** The security personnel operating the video camera shall state their name, rank, date, time and the work group leaving the facility before tapping the inmate workers.

The In/Out Processing Deputy will be responsible for keeping and maintaining the videotapes. Videotapes may be rewind and reused as necessary. The video camera shall be maintained in the in and out processing building. The In/Out Processing Deputy shall be responsible for ensuring that the video camera battery is charged daily.

### **Work Group Checkout and Transportation**

Laundry Security Personnel shall conduct a body count of the inmates while they are in the Dog Run. They shall ensure the body count matches the work group purge prior to loading the inmates onto the buses. In the event that the body count does not match the purge, personnel shall notify the supervisor of the discrepancy. Inmates should not be loaded onto the busses and transported to the Laundry Facility until the inmate body count is reconciled with the work group purge.

While the inmates are being loaded onto the buses, Laundry Security Personnel will be responsible for monitoring the back of the busses. One Deputy or Custody Assistant shall be posted across the road from the In/Out Shack and ensure that no inmates exit the busses from rear or opposite side of the bus.

All inmates shall be seated in a designated seat while on the bus. No inmates will be allowed to stand or kneel in the center aisle while the busses are moving.

All three busses will be loaded prior to transporting the inmates to the laundry facility. The busses will proceed in tandem from South Facility to the Laundry Facility, with the Laundry Van following the last bus. Personnel are to monitor the vehicles ahead of them for signs of an escape attempt, disturbances or any form of distress. Each vehicle shall be staffed by one driver and a second staff member to monitor the inmates.

Once the inmates have arrived at the Laundry Facility, the perimeter gates shall be closed, and the Gate Shack will be manned. No inmates will be allowed to disembark the busses until the perimeter gates have been secured. Upon disembarking the busses, all inmates will be directed to and remain on the front loading dock until an inmate wristband verification has been completed. Any discrepancies from the inmate wristband verification shall be immediately reported to the a Laundry Supervisor.

Both work groups will be transported back to South Facility by Laundry Personnel. The count of each work group will be verified with the Laundry Main Control prior to transporting the inmates to South Facility. Laundry Personnel will deliver the inmates to South Facility Gate #8, where they will be checked in by the In/Out Shack Deputy. Personnel shall use the transportation procedures previously outlined.

### **Wristband Verification**

An inmate wristband verification will be conducted immediately after arriving at the Laundry Facility. The wristband on each inmate shall be inspected and the inmate shall be compared to the work group purge. Any discrepancies between the inmates at the Laundry Facility and the work group purge shall be immediately reported to the Laundry supervisor. Any inmate found with an altered, loose or damaged wristband will have his identity verified and be wrist banded in accordance with existing wrist banding procedures. A Laundry Supervisor shall be present, on the front loading dock, during the entire wristband verification and work station sign up procedure.

### **Hourly Count**

There are four main inmate work station areas at the Laundry Facility. These areas are the Front Dock, 10K/Sorting, Mezzanine, and Washer/Dryers. These areas are manned by security personnel. As a means to provide a consistent inmate count procedure for all work areas, the following procedures shall be followed:

- Each work station area is provided an inmate count sheet, listing the inmate workers assigned to that area. Every hour, security personnel are required to conduct a count of their assigned inmate workers. When the count is confirmed, the security person shall immediately telephone the security office and advise the desk operator, or in the absence of a desk operator the Senior Deputy, that the count in their area is clear. In the event that there is no one in the security office to answer the telephone, this notification shall be made via Sheriff's radio. A master count sheet shall be kept in the security office and maintained by the Desk Officer or Senior Deputy. If a count has not been called in within fifteen (15) minutes after the hour, the Desk Officer or Senior Deputy shall contact the security person at that work station and ascertain the count status. The hourly count time should be varied each hour so the inmate workers can not plan an incident based on a routine count time.
- In the event of a discrepancy with the count at any workstation, a Laundry supervisor shall be immediately notified. The Front Gate Security Officer shall be notified, and **no vehicles** shall be allowed to leave the facility. If the count discrepancy is not quickly resolved, all vehicles will remain at the Laundry Facility, and those vehicles which recently exited the Laundry Facility shall be recalled to the facility and searched.

Deviations from this directive shall only occur with the concurrence of the Laundry Lieutenant or Sergeant.

### **Meal Count**

A body count will be conducted at the beginning and conclusion of each inmate meal break. Laundry Personnel will notify the Laundry Supervisor the results of each count.

Inmates will not return to their work stations unless the count is accurate.

• • **5-01-180 Transportation of Injured Civilian Laundry Employees**

**Reviewed Date:** 05-19-26

**Reference:** Laundry Services Procedure Manual R.B. #1-1; MPP 3-02/040.05

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**PURPOSE OF ORDER:**

The purpose of this order is to ensure the proper procedures for transporting civilian laundry employees for minor injuries or illnesses, which occur while on-duty at Pitchess Detention Center (PDC) Laundry Facility.

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**SCOPE OF ORDER:**

This order applies to all personnel assigned to PDC South Facility, specifically those working at the Laundry Facility located on the PDC property.

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**ORDER:**

The Laundry Facility is staffed by civilian personnel from Laundry Services and assigned inmate workers from South Facility. PDC South Facility deputies and custody assistants provide security for the Laundry Facility. In the event a minor injury or illness of a civilian employee occurs at the PDC Laundry Facility, the following procedures will be adhered to:

- The civilian laundry supervisor will notify the South Facility watch commander regarding the injury as soon as the situation permits.
- The watch commander will make the appropriate entries regarding the incident in the "Watch Commander's Log."
- If the employee requires non-emergent treatment at a local medical facility, the laundry manager, assistant manager, or supervisor II shall transport the employee to an urgent care facility. If they are unable to transport the employee, the watch commander shall designate personnel to provide transportation.
- In the event of serious injuries and medical emergencies, paramedics shall be summoned by personnel. A supervisor shall ensure treatment is provided by the nearest physician or medical facility. The appropriate facility log entries shall also be made.
- The civilian laundry shift supervisor is responsible for completing all corresponding reports, which shall include the following procedures:
  - The laundry supervisor will request and be provided with a Uniform Reporting Number (URN) from the South Facility desk.
  - The employee injury report shall be approved by the laundry manager or assistant manager and forwarded to South Facility operations for retention.

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• • **5-01-190 Exercise & Recreation Area Supervision**

**Reviewed Date:** 05-19-26

**Reference:** CDM 5-13/120.00; California Code of Regulations (CCR) Title 15 section 1065 and Title 24 section 470A.2.10

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**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures to maximize facility security in the recreation areas.

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**SCOPE OF ORDER:**

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

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**ORDER:**

Supervisors will execute one of four measures during inmate exercise and recreation time. These measures will be consistent with Department policy and the requirements of California Code of Regulations (CCR) Title 15 and Title 24.

- Inspect the perimeter fence prior to allowing the inmates to exit the recreation area.
- Conduct a random search of the inmate population as they exit the designated recreation area. If the perimeter fence has been compromised, all inmates shall be searched and screened for metal objects.
- Identify a two person team to walk the recreation area.
- Identify an "Adam" unit to park near gate 11C and monitor the inmate population during their exercise and recreation time. If an "Adam" unit is not available, identify a deputy to check out a Department vehicle and park near gate 11C.

These measures are not listed in any particular order. Furthermore, to avoid creating a discernible pattern, supervisors will employ the measures using their own discretion.

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• • **5-01-205 Nighttime Facility Operation**

**Reviewed Date:** 05-19-26

**Reference:** CDM 7-02/020.00; Unit Order (UO) 5-08-090

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**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures regarding the operation of all housing locations during nighttime hours.

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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:**

For the purpose of this unit order, nighttime hours are defined as:

- Sunday – Thursday (2300 hours – 0700 hours)
- Friday – Saturday (0000 hours – 0700 hours)

Operations throughout the facility during these hours, within inmate housing locations shall be limited for the purpose of inmate and personnel safety. These hours are used to give inmates within each housing location the proper amount of quiet time due to the barrack setting of South Facility. During nighttime hours, lighting within each housing location will be turned off at each barrack panel, leaving each location dimmed. The lower level of light poses a safety risk to the inmates and deputy personnel conducting safety checks. South Facility personnel may turn the lights on for more visibility within any given housing location, for a reasonable amount of time. Lighting shall not be used as any form of discipline.

During the nighttime hours, the inmates' telephones, hotpots, showers, and common seating areas shall not be permitted to be used (refer to UO #05-08-090, "Inmate Telephone Procedures"). All inmates within any given housing location shall remain on their assigned bunk throughout the duration of count (2300 hours) and into the nighttime program.

Inmates shall not be deprived of using the bathrooms or sinks. Under exigent circumstances, the closed areas/items within each housing location may be used at the discretion of a South Facility supervisor and evaluated on a case-by-case basis during nighttime hours.

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**• Section 2 - Inmate Health Care and Hygiene**

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**• • 5-02-010 Pill Call, Sick Call, and Doctor's Line**

**Reference:** CDM 4-05.000, 5-03.050, and 7-02/020.00; PDC South Unit Order

3-05-100, 6-03-040, and 6-03-050

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**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for securing and operating an efficient pill call, sick call, and doctor's line at Pitchess Detention Center (PDC) South Facility.

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**SCOPE OF ORDER:**

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

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**ORDER:**

**PILL CALL TIMES**

Pill call for inmates going to court and assigned to a work detail will begin at approximately 0330 hours. This will allow for prescribed medication to be dispensed prior to the inmates leaving the facility.

Once morning count clears, at approximately 0730 hours, day shift pill call will begin. Inmates in the upper compounds (Adam, Boy, and Eddie) will receive their medication from medical staff in the PDC South Facility clinic. Inmates in the lower compounds (Henry, King, and Mary) will receive their medication from medical staff in the clinic annex trailer located in Eddie compound. Security for the clinic annex trailer in Eddie compound shall be provided by the deputy assigned as Eddie compound rover.

Pill call scheduled at 1200, 1500 (after count clears), and 1900 hours will be conducted at, or as close as possible to, the scheduled time.

In the afternoon, pill call for all PDC South Facility compounds will be conducted at the PDC South Facility clinic pill call window. The clinic movement deputy/officer will supervise and coordinate pill call with medical staff. This includes the monitoring of inmates brought into the administrative building hallway pursuant to PDC South Facility unit order 3-05-100, "Main Control and Admin Hallway Security."

Deputy personnel shall provide security for medical personnel by standing in close proximity to nursing staff for the duration of pill call. It is the responsibility of medical services personnel to ensure each inmate has placed the provided medication in their mouth. However, custody personnel shall assist medical personnel by making a reasonable effort to ensure the inmate ingests the medication. In the event the inmate becomes insubordinate and refuses to allow the medical or custody personnel to confirm the consumption of medication, custody personnel shall follow the notification procedures as outlined in the Custody Division Manual (CDM) section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."

For a detailed list of responsibilities for the clinic security personnel see PDC South Facility unit orders 6-03-040, "Clinic Deputy", 6-03-050, "Clinic Movement Deputy/Officer", and CDM 5-03/050.00 "Access to Health Care."

### **SELF MEDICATIONS**

Inmates taking self-medications will remain in general population and should not be housed in any pill call assigned barracks. Inmates on self-medication will have their prescriptions renewed and checked by medical staff for compliance following AM shift's initial count. The medical staff will advise the clinic deputy which inmates need to be seen.

### **SICK CALL NURSE CLINIC**

All inmates shall have access to immediate medical attention for emergent, life threatening situations and/or potentially infectious conditions (e.g., Methicillin-resistant Staphylococcus Aureus [MRSA]). For all other medical situations, inmates shall be allowed to sign up for "sick call/nurse clinic" (the terms "sick call" and "nurse clinic" are synonymous) on a daily basis, Monday through Friday.

The following procedures shall be followed when allowing inmates to sign up for and be seen at sick call:

- Sunday through Thursday - the PM shift watch deputy shall distribute a sick call sign-up sheet for each barrack with the PM wristband count purges at 2200 hours. Compound personnel will announce sick call sign-up at the conclusion of the nightly 2200 hour wristband count and leave the sign-up sheet in the barrack.
- PM shift personnel shall collect all of the sign-up sheets and deliver them to the South Facility front desk/main control (South David) for the EM shift watch deputy to collect and process.
- The EM shift watch deputy shall make one copy of every sign up sheet and ensure the original and copies are available for the day shift clinic movement deputy/officer.
- The day shift clinic movement deputy/officer shall pick up the original sign-up sheets and the copies. The originals will be given to the PDC South Facility medical staff and the copies will be kept by the clinic movement deputy/officer.
- When the medical staff advises they are ready for sick call, the clinic movement deputy/officer shall request for each compound officer to escort the inmates in their respective compound that signed up, to the clinic. The clinic deputy will note on their copy of the sign-up sheet whether the inmate was seen, and if not, document why.
- Once all barracks have been escorted to sick call, the clinic deputy shall return their copies of the sick call sheets, with their notations, to the watch deputy to be kept on file in the watch deputy file cabinet.

### **DOCTOR'S LINE**

Doctor's line will occur Monday through Friday. Inmates may request to see a doctor while at sick call. If medical staff determines that the inmate requires a doctor's attention, the inmate will be informed of their appointment and instructed to return to their barrack. A doctor's line list will be given to the clinic movement deputy/officer, who shall then inform all compound officers to have inmates with appointments, report to the clinic. The doctor's line will be supervised by the clinic deputy to ensure all inmates report as scheduled.

### **DENTAL LINE**

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

## **PSYCHIATRIC CARE**

All inmates who require psychiatric care will be processed per CDM Section 4-05/000.00, "Behavioral Observation and Mental Health Referral Reports."

Any immediate and/or concerning, psychiatric issues shall be addressed by documenting the concerning behavior on a Behavioral Observation and Mental Health Referral (BOMHR) form, and escorting the inmate to the clinic for evaluation. An immediate notification to the watch sergeant shall be required for any inmate who requires a BOHMR and evaluation.

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## **• • 5-02-020 Access to Health Care Urgent Health Care Lists**

Reference: CDM 5-03/010.00, 5-03/050.00

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### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines governing the documentation of urgent health care lists for all inmates housed at Pitchess Detention Center (PDC) South Facility.

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### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility, specifically those assigned to the PDC South Clinic, the Access to Care (ATC) lieutenant and the shift watch commanders.

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### **ORDER:**

Health care passes refer to any order to deliver an inmate for health care services. It is the responsibility of custody personnel, medical personnel, and mental health personnel to work together to ensure all inmates receive appropriate health care services within a reasonable time period. Access to health care shall not be denied or discouraged by any Department or non-Department member.

## **URGENT HEALTH CARE PASSES**

It shall be the responsibility of the ATC lieutenant (or the on-duty watch commander if the ATC lieutenant is not available), at the beginning of each shift, to contact the nursing supervisor (or designee) to identify inmates with pending urgent health care passes. The clinic officer shall obtain the number of inmates that medical staff have identified as being on an urgent pass list. The number of inmates shall be forwarded to the shift watch

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commander for inclusion into the daily watch commander's log.

The watch commander's log entry shall be made even when there are no urgent health care passes reported, along with the name and employee number of the notifying health care person.

At the end of each shift, the clinic officer will obtain from medical staff, the number of inmates who were seen and treated.

If any inmate(s) did not receive treatment, the inmate's name, booking number and reason for non-treatment (e.g., court, work crew, etc.) shall be forwarded to the watch commander for documentation in the watch commander's log. The assigned watch commander on the following shift shall be responsible for ensuring inmates on the health care pass list are seen as soon as possible. Inmates seen or additional attempts to facilitate urgent health care passes shall be noted in the watch commander's log.

The ATC lieutenant shall be advised should there be continuing delays, issues or concerns affecting the timely care of inmates who do not receive urgent medical care in a timely manner.

Facility line personnel assigned to areas with inmates in possession of urgent health care passes shall ensure the identified inmate is notified of the pass. Urgent health care passes shall be considered a high priority. Custody personnel shall ensure the inmate is brought to the designated location immediately, or as soon as duties permit.

Should the identified inmate refuse an urgent health care pass, refusal protocols, as outlined in Custody Division Manual (CDM) section 5-03/050.00, "Refusals" shall be adhered to.

### **URGENT HEALTH CARE PASSES DURING FACILITY LOCKDOWN**

When possible, and if the situation permits, the watch commander (or in his absence the watch sergeant) shall notify the PDC South Clinic nursing supervisor prior to any planned facility lockdown. The watch commander (or ATC lieutenant) shall adhere to the same procedures whenever possible as outlined above for all urgent health care passes during a facility lockdown.

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## **• • 5-02-030 Response to Inmate Medical Emergencies**

**Review Date: 09-21-13**

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### **PURPOSE OF ORDER:**

This order establishes the policy and guidelines for custody personnel and medical personnel during an inmate medical emergency "man down" at PDC South Facility.

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### **SCOPE OF ORDER:**

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

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**ORDER:**

In the event of a medical emergency involving an inmate, the following shall apply:

1. Custody personnel shall notify both Main Control and the clinic deputy via a department issued hand held radio or any other available means necessary, of the nature of the emergency, location of the inmate, and to request for medical personnel to respond to the location.

2. The watch deputy shall verify both the clinic deputy and medical personnel are notified.

3. The clinic deputy shall escort the medical personnel to the location and provide assistance as requested and/or needed per medical personnel

4. Medical personnel shall provide directions and supervision when custody personnel render assistance in transporting an inmate on a gurney.

5. The watch deputy shall be responsible for requesting the fire department paramedics when necessary.

6. If the inmate is emitting blood or other bodily fluids, personal protective equipment (PPE) shall be obtained from the medical personnel **PRIOR** to handling the inmate.

Refer to Custody Services Division Manuel (CDM) section

5-03/060.00, \*Response to Inmate Medical Emergencies” for further information.

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**• • 5-02-035 Automatic External Defibrillators**

**Reference:** CDM 3-14/090.05

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**PURPOSE OF ORDER:**

The purpose of this order is to establish the procedures for custody personnel conducting and documenting once daily readiness checks and periodic physical inspections of the Automated External Defibrillators (AED) at Pitchess Detention Center (PDC) South Facility. PDC South Facility is responsible for nine (9) ZOLL AED Plus® units and accessories issued by Correctional Health Services (CHS).

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**SCOPE OF ORDER:**

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

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**ORDER:**

Personnel assigned to AM shift in each area where an AED is located shall conduct a daily readiness check of the unit by physically inspecting the unit to ensure the green check symbol appears in the status indicator window. The daily inspection of each unit shall be reported to the AM shift watch deputy or desk officer, unless otherwise noted. The watch deputy shall ensure the appropriate daily inspections were conducted and make the appropriate entry into the electronic Uniform Daily Activity Log (eUDAL).

**ROVING PATROL (ADAM) UNITS**

Personnel assigned to an Adam unit shall each have one (1) AED and one (1) additional set of pediatric pads stored in a hard side case to prevent damage. The daily inspection shall be conducted by the deputy assigned to each Adam unit.

AEDs shall not be left in unassigned vehicles. If an Adam unit is not staffed, the assigned AED shall be stored in the in/out shack.

**EDDIE COMPOUND**

One (1) AED and one (1) set of additional pediatric pads are mounted in the Eddie compound staff station. The daily inspection shall be conducted by the Eddie rover deputy.

**ELMER T. JAFFE VISITOR'S CENTER (MAIN VISITING)**

One (1) AED and one (1) set of additional pediatric pads are mounted on the wall in the metal detector room. The daily inspection shall be conducted by visiting personnel on Saturday, Sunday and visiting holidays. The daily inspection shall be conducted by the field crew main visiting deputy during the week, when staffed.

**RANCH KITCHEN**

One (1) AED is mounted on the wall in the PDC ranch kitchen security office. The daily inspection shall be conducted by the ranch kitchen deputy.

**LAUNDRY**

One (1) AED is located at the entry to the PDC laundry security office and (1) AED is located at the mezzanine staff station. The daily inspection shall be conducted by laundry security personnel, except on days when the laundry facility is closed.

**NURSERY**

One (1) AED is in the PDC ranch nursery office. The daily inspection shall be conducted by PDC ranch field personnel, except on weekends and visiting holidays.

PDC South facility training staff shall conduct periodic inspections of AEDs and accessories every six (6) months. The inspection shall be reported to the watch deputy to be entered into the Uniform Daily Activity Log (UDAL) book.

Damaged or inoperable AEDs shall be reported to the watch commander. When an AED requires maintenance, battery replacement or exchange, contact PDC South Facility training personnel who shall coordinate with PDC South Facility operations personnel to request AED servicing from CHS. Line personnel shall not contact CHS executives directly. Only AEDs approved by the Department and procured by CHS shall be utilized.

Refer to Custody Division Manual (CDM) section 3-14/090.05, "Mandatory Inspection of Automated External Defibrillators (AED)" for further information.

The ZOLL AED Plus® Automated External Defibrillator Operator's Guide can be accessed from the following share file link: [REDACTED TEXT]

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## **• • 5-02-040 Transportation and Security Procedures For Inmate Medical Treatment**

**Review Date:** 03-04-21

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### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the documentation of requests by medical staff, and notifications made to supervisors, for the transportation and security of inmates for medical treatment in county or private hospitals.

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### **SCOPE OF ORDER:**

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

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### **ORDER:**

#### **INITIAL DUTIES AND REQUIRED NOTIFICATIONS**

A nurse who requests for an inmate to be transferred from PDC South Facility to another location, for medical reasons, shall do so by completing a "Medical Report" form (PHR-200). The nurse shall sign the form and present it to the clinic deputy who shall forward it to the watch deputy or desk officer. The deputy shall sign the form, provide a copy to the requesting nurse, and arrange for the transfer of the inmate per the request. The

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deputy who accepts the form from the nurse is responsible for the transfer of the inmate.

[REDACTED TEXT]

The watch commander shall be notified prior to an inmate being transferred from the facility to a hospital. The following information shall be documented in the PDC South Facility Desk Log:[REDACTED TEXT]

The watch commander shall be provided with a copy of the inmate's [REDACTED TEXT]

#### WATCH COMMANDER'S RESPONSIBILITIES

It is the watch commander's responsibility to review the inmate's information packet and decide if [REDACTED TEXT] The watch commander, or their designee, shall notify the law enforcement agency having jurisdiction over the hospital facility where the inmate will be treated. The agency shall be notified a jail inmate will be there under the direct supervision of deputy personnel. This notification shall be made at the beginning of each shift as long as the inmate remains at the hospital facility. [REDACTED TEXT]

At least once per shift, duties permitting, the watch commander will designate a sergeant to respond to the hospital and check on the status and security of the inmate and deputies. This response shall be documented in the watch commander's log.

#### HOSPITAL SECURITY DEPUTY DUTIES

If the designated deputies are the initial deputies responsible for transporting/responding to the hospital, those deputies shall first respond to the watch commander and receive an information packet to include: [REDACTED TEXT]

This information packet shall be taken to the medical facility and remain in the direct possession of all deputy personnel providing security for the inmate. All deputy personnel assigned as the hospital security deputy shall be fully equipped with the following equipment prior to leaving the facility:[REDACTED TEXT]

It is recommended that the deputies transporting the inmate to the hospital advise their facility control and Sheriff's Communication Center (SCC) via radio of their departure, starting mileage and to which hospital they are going.

Any transportation of inmates by deputy personnel shall be accomplished with two (2) fully armed deputy personnel. Transportation shall be by means of a marked, black and white, Department vehicle equipped with a security cage. Transporting personnel shall not under any circumstances stop for personal errands while transporting an inmate.

Upon arrival at the hospital, the deputies shall contact the watch commander or their designee and report the following:[REDACTED TEXT]

All deputies assigned to make relief for hospital security shall report to their facility and confirm the hospital and room number of the inmate. All relief shall only be made in person. The relief deputies shall verify the required documents are present. The inmate's restraints and surroundings should also be searched. The deputies shall then make contact with the watch commander once relief is complete. Deputies shall contact

the watch commander (or their designee) at least once during their shift and provide a status update (preferably near the middle), and at any time there is a significant change in the inmate's condition. These notifications shall be documented in the watch commander's log.

Deputy personnel shall maintain direct supervision of the inmate in their custody at all times and shall not be distracted by televisions or reading material. While at the hospital, deputies providing security shall ensure the inmate is secured to the bed with handcuffs and/or the issued leg chains. Should it become necessary for the inmate to move from the bed due to medical treatment, exercise, or to use the restroom, the deputy must evaluate the inmate's medical condition and consider the appropriate restraint method to secure the inmate.

Only the following methods of restraint shall be used:

- Handcuffing in front or back
- Waist chain with one or both hands cuffed
- Leg chains

In circumstances where one of the inmate's appendages is injured the deputy should consider moving the inmate in a wheel chair or gurney while the inmate is handcuffed or shackled to the device.

Deputy personnel shall not allow the inmate to make or receive phone calls or visits from friends or family at the hospital. If friends or family attempt to visit the inmate, the deputy shall advise them the inmate may not receive visits. If the visitors refuse to leave, the deputy shall notify hospital security immediately and ensure the visitors are escorted or removed from the hospital. It is recommended the deputy request the inmate be relocated to prevent family and friends from returning and advise hospital security and staff the inmate's location is to remain confidential. The inmate shall not be allowed to communicate with other patients sharing the same hospital room.

If an attorney or clergy attempts to visit the inmate, the deputies shall delay the visit and notify their facility supervisor immediately. Their supervisor shall inform the attorney or clergy the visit shall be allowed only with the understanding that the deputies will remain in close proximity and confidentiality may not be possible. Deputy personnel providing security for inmates with contagious illnesses shall follow directions given by medical staff in order to limit exposure.

## EMERGENCY SITUATIONS AND ESCAPES

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

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

If the inmate is able to successfully escape from the custody of the assigned deputies, the deputies shall

immediately make contact with the first arriving agency police officer, supervisor, or Sheriff's Department responding personnel and provide them with the information packet.

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

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## **• • 5-02-050 Inmate Treatment and Transportation by Paramedic-Ambulance Service**

**Reference:** CDM 5-03/090.00

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### **PURPOSE OF ORDER:**

This order establishes policy and procedures for the summoning of Los Angeles County Fire Department paramedics and the transport of inmates by ambulance.

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### **SCOPE OF ORDER:**

This order applies to all personnel assigned to South Facility.

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### **ORDER:**

In the event that an inmate receives an injury or is suffering from an illness which requires emergent medical attention and/or transportation (as determined by medical staff), a request for Emergency Medical Services (EMS) will be made in the following manner:

- Medical staff will advise the Clinic Deputy of the need to contact Emergency Medical Services (EMS).
- The Clinic Deputy will obtain the inmates age and the circumstances requiring the need for EMS (ie; heart attack, suspected stroke, seizure, assault).
- The Clinic Deputy will contact the Watch Deputy, provide the above obtained information, and have the Watch Deputy call EMS.
- The Watch Deputy will call the Los Angeles County Fire Department (LACoFD) Central Dispatch at 661-259-2111, and request EMS to respond. All ambulance requests in an emergent situation will be made by Fire Dispatch. In most cases, the responding ambulance company will be American Medical Response (AMR).
- Upon confirmation that EMS has been notified and is responding, the Clinic Deputy will notify the

medical staff and fill out a "PDC-South Ambulance Transportation" log sheet. This form can be located in the PDC - South share files and once completed will be given to the Watch Deputy to be kept on file. The "PDC - South Ambulance Transportation" form will serve to log arrival times of EMS and persons involved in the treatment of the inmate requiring care.

- The Watch Deputy will notify the Watch Sergeant and Watch Commander of the situation.
- Immediately upon notifying the Watch Sergeant/Watch Commander, the Watch Deputy shall prepare two complete "Medical Transportation Packets," consisting of the following documents:

A printout of the injured/ill inmates SI01, MC01, IC01, IC02, IC10 and IC12 AJIS screens.

A printout of the inmates RAPS1 history.

A photograph of the inmate, obtained from LACRIS.

A "Hospital Security Assessment Form" (located in the South Facility share files).

- Once EMS has arrived, treated, and is ready to transport the injured/ill inmate, the Watch Deputy will provide the transporting deputies a copy of the "Medical Transportation Packet."

Inmates transported off this facility via ambulance, will be accompanied by two armed Deputies. One Deputy will ride guard in the ambulance and the other will follow in a marked Sheriff's vehicle, unless otherwise authorized by the Watch Commander.

The escorting Deputies will update the Watch Commander of their arrival at the hospital and provide an hourly update.

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## **• • 5-02-060 Suicide Prevention Program**

**Reference:** CDM 5-07/010.00, 5-07/020.00; 5-11/060.00; CCR Title 15, Section 3031

### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines regarding a plan for a suicide prevention program at Pitchess Detention Center (PDC) South Facility.

### **SCOPE OF ORDER:**

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

### **ORDER:**

A serious attempt by an inmate to take their life will often occur when custodial personnel are least likely to discover the inmate's attempt before it is too late. Typically, times for such an occurrence would be at night, immediately following the officer's security check, or when custodial personnel are preoccupied with other

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duties. Recent studies in the Los Angeles County Jail reveal that over 90% of all completed suicides occurred in the late afternoon and early morning hours.

When an inmate attempts suicide during the day or just prior to the time the officer is scheduled to check the area, the inmate could be purposely trying to be seen and prevented from carrying out a successful suicide. Attempts of this type should be taken seriously and not viewed as just an attempt to get attention. The second attempt could be fatal. Any expression of suicidal actions or thoughts, or any talk of suicide, should be brought to the immediate attention of a supervisor and to medical and mental health staff.

#### BEHAVIORAL OBSERVATION AND MENTAL HEALTH REFERRAL FORM

PDC South personnel who identify an inmate either through observation, information received from another person (e.g., relative, clergy, etc.) or intake screening, who expresses suicidal ideation by word or by action, or exhibits unusual behavior which could result in a suicide or an attempted suicide, shall complete a Behavioral Observation and Mental Health Referral (BOMHR) (SH-J-407) form. Sections 1 through 6, including the "circumstances" narrative section on the reverse side shall be completed.

In cases where custody personnel believe that the actual act of attempting suicide has not occurred, wherein:

- An inmate commits an act resulting in only superficial "hesitation mark" injuries that are visible
- The severity of the injury does not support a life threatening injury
- The inmate has not displayed the desire to commit suicide

The category, "Threat to Commit Suicide and/or Feigned Suicidal Gestures" shall be selected in section 5, "Suicidal Assessment" of the BOMHR form. The use of this category shall only be authorized by the watch commander. (Refer to Custody Division Manual [CDM] section 4-05/000.00 Behavioral Observation and Mental Health Referral).

If this section is selected, an Incident Report (SH-R- 49) is not required. A Custody Division reference number shall be issued and the BOMHR form shall be the only report, barring any unusual circumstances. The BOMHR form shall accompany the inmate to Mental Health staff, who will make the final determination as to whether the inmate actually attempted suicide.

If mental health personnel later determine that the overt act is a sincere suicide attempt, then the attempt suicide procedures shall apply and all the required reports shall be completed. Mental health personnel will determine the appropriate housing locations.

All personnel shall strictly adhere to CDM section 4-05/000.00, Behavioral Observation and Mental Health Referral, regarding the initiation of the BOMHR form.

#### JAIL MENTAL EVALUATION TEAM

When a South Facility staff member encounters an inmate whom they feel may need the attention of a mental health specialist, the appropriate Jail Mental Evaluation Team (JMET) shall be notified. JMET referrals shall be logged at the PDC South Clinic. Arrangements shall be made by JMET to interview the inmate in question to assess his mental health needs.

The JMET assigned to PDC facilities can generally be reached Monday through Friday during the early PM shift hours by contacting the North County Correctional Facility's (NCCF) main control.

When the identification of a suicidal or potentially suicidal inmate occurs after hours and JMET is not available to evaluate the inmate, it shall be the responsibility of the watch commander to determine the appropriate method of transportation to the Inmate Reception Center (IRC) for appropriate mental health evaluation.

### SUICIDE INTERVENTION

In the event of the discovery of an attempt or completed suicide personnel shall:

- Call for assistance and notify South Facility main control (South David)
- Notify the South Clinic medical personnel and request paramedics if necessary
- Lockdown the immediate area
- Obtain the suicide intervention kit
- In the case of hanging, use the "cut down tool," from the suicide intervention kit to immediately cut down the inmate. The preservation of life should be the primary consideration
- Monitor the inmate's airway, breathing, and circulation
- Render first aid and/or cardiopulmonary resuscitation (CPR) if necessary

Each staff station has been assigned a suicide intervention kit. The suicide intervention kit is contained in a white waterproof container with red stenciling on the sides labeled "SUICIDE INTERVENTION KIT." The suicide intervention kit shall only be removed from the staff station to assist in suicide intervention or during suicide intervention drills. The suicide intervention kit contains the following items:

- Cut down tool - Caution should be exercised whenever the suicide intervention kit is deployed. The cut down tool is a security risk and should be accounted for at all times.
- CPR mask
- Two towels
- Latex gloves

Personnel assigned to the staff station shall inspect the suicide intervention kit at the beginning of their shift to ensure the tamper-resistant tape is intact. This inspection shall be documented in the Uniform Daily Activity Log (UDAL) book. If the tamper-resistant tape is broken or the kit appears to have been opened, notification to a supervisor shall be made. When the suicide intervention kit has been deployed, or has been opened for any reason, the supervisor shall inspect the container to ensure all of the above listed items are present, and apply new tamper-resistant tape.

### POST SUICIDE ATTEMPT FOLLOW-UP

Subsequent to an attempted suicide, personnel shall:

- Arrange for the inmate to be escorted to the South Facility medical clinic for evaluation
- Arrange for the inmate to be seen by JMET
- If necessary, transport the inmate to the appropriate hospital designated by medical personnel for further treatment

- After treatment and/or evaluation, escort the inmate to the appropriate housing location as directed by JMET
- Give the inmate a blue wristband marked with an "S" (Suicidal)

#### REQUIRED REPORTS

- Incident Report (SH-R-49)
- BOMHR (SH-J-407)
- Inmate Injury Report (SH-J-212)
- Special Handling Request (SH-J-181)

Refer to CDM section 4-07/010.00, Notification and Reporting of Significant Incidents.

#### NOTIFICATIONS OF AN ATTEMPTED SUICIDE

In cases where an inmate has been sent to IRC for a psychological evaluation, and JMET staff determines that an attempted suicide was a sincere attempt, JMET staff shall notify the Twin Towers Correctional Facility (TTCF) watch sergeant of the suicide attempt. The TTCF watch sergeant will call the South Facility watch sergeant and notify him of the change in the inmate's status.

The South Facility watch sergeant shall assign staff to complete a SH-R-49 documenting the inmate's attempted suicide. The South Facility watch sergeant will also provide the TTCF watch sergeant with the uniform reporting number (URN) of that SH-R-49 so TTCF personnel can complete the BOMHR form.

The primary goal of this procedure is the timely and effective handling, treatment, and housing of inmates who attempt suicide and to ensure that the inmate and the BOMHR form remain together from initial observation to final mental health housing, including the medical assessment, during any transportation, and during the mental health assessment.

#### SAFETY CHECKS

Inmates at South Facility who have been identified as potentially suicidal shall be immediately reassigned to the proper custody facility at the direction of Jail Mental Health Services. During transition, inmates who are suicidal or display suicidal tendencies shall be subject to safety checks conducted every 15 minutes, or more frequently as directed by Jail Mental Health Services. Safety checks shall be conducted at least ten minutes apart from each other.

#### PERSONAL ITEMS

Inmates classified as "Suicidal" shall not be issued any clothing, bedding, sheets, towels, or t-shirts, or any material which could be used to fashion ligatures. These inmates shall not be issued any personal hygiene or other items that could be used to self-inflict injury (e.g., combs, razors, etc.).

Deputies shall make every effort to ensure that all items that may be used as instruments for accomplishing suicides are removed from the concerned inmate's environment.

#### SUICIDE PREVENTION AND INTERVENTION DRILLS

Custody Training Standards Bureau (CTSB) shall conduct random drills of each custody facility in regard to the handling of suicidal inmates and suicide prevention.

The scenarios shall also involve practical applications of first aid and CPR procedures. These drills shall be conducted quarterly and the records shall be maintained at each custody facility's training unit.

CTSB shall also be responsible for the development and routine distribution of instructional bulletins detailing suicide and attempted suicide prevention and handling.

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## **• • 5-02-070 Identification and Evaluation of Developmentally Disabled Inmates**

**Reference:** CDM 5-03/030.00; South Unit Order 5-04-075, 5-04-090

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### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for identifying and evaluating developmentally disabled inmates.

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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:**

Prior to being assigned a living area, inmates shall be pre-screened by a medically licensed person or by trained non-medical staff. The screening is to find any conditions or illnesses in the following areas:

- Medical and mental health
- Developmental disabilities
- Communicable diseases

South Facility does not house inmates with medical/mental health illnesses, developmental disabilities or communicable diseases. Any inmate who is suspected to have, or admits to having any of those listed illnesses and/or conditions shall be immediately escorted to the PDC South medical clinic for additional screening.

PDC South medical staff and the Jail Mental Health Evaluation Team (JMET) will determine if the inmate is to be rehoused pursuant to Custody Division Manual (CDM) section 5-03/030.00, Pre-screening, South Facility Unit Order 5-02-110, Information Concerning Inmates Exposed to or Infected by a Communicable Disease.

and South Facility Unit Order 5-02-060, Suicide Prevention Program.

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• • **5-02-080 Inmate Showering Procedures**

**Reference:** CDM 5-13/040.00; Title 15 Section 1266

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**PURPOSE OF ORDER:**

The purpose of this order is to establish showering procedures for inmates.

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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:**

There are showers located in each barrack at South Facility. The showers are available daily to inmates housed in the barracks between the hours of 0600 (reveille) and 2200 (lights out). Showers will not be allowed during the following times:

- Count time
- Feeding and consumption of inmate meals
- Barrack cleanup time (approximately one hour each morning).

Shower availability shall be logged in the Uniform Daily Activity Log (UDAL), daily, for each barrack.

This Unit Order exceeds the requirements set forth by the California Code of Regulations (CCR) Minimum Jail Standards, Title 15, Section 1266.

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• • **5-02-085 Inmate Nail Clipper Use**

**Reference:** CDM 4-111020.00-025.00

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**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures regarding the storage, disinfection, accountability, and

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distribution of inmate nail clippers 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 one (1) pair of nail clippers which shall be stored in a plastic container filled with blue Barbicide disinfectant solution (provided by inmate services personnel).

Each nail clipper shall be accounted for by custody personnel assigned to the staff station at the beginning of their shift and document it in the Uniform Daily Activity Log (UDAL).

Inmates using the clippers shall be seated on the front porch area outside the barrack and shall be continually supervised. Only one inmate shall be permitted to sit on the porch when clippers are being used. When the inmate is done, the nail clippers shall be returned to the staff station and placed in the Barbicide solution. The clippers shall be disinfected prior to allowing another inmate to use them.

Due to security concerns and requirements, it is imperative nail clippers are always accounted for. To minimize the possibility of inmates stealing or losing the nail clippers, a check-out sheet shall be completed every time an inmate uses them. Inmates shall be instructed to return the clippers after each use and not give them directly to another inmate.

Compound personnel shall document the check-out time, inmate's name, booking number, housing location, officer/deputy checking the clippers out, and the time clippers were returned on the clipper check-out sheet.

A copy of the clipper check-out sheet shall be kept in the PDC South Facility share files in the following location:

[REDACTED TEXT]

Missing or broken nail clippers shall be documented in the UDAL and replacement clippers shall be requested from inmate services personnel. Broken clippers shall be returned to PDC South inmate services personnel and shall not be disposed of in the garbage can.

If clippers are missing, compound personnel shall attempt to locate the clippers using the clipper check-out sheet. If the clippers cannot be located, compound personnel shall immediately notify the line sergeant or supervising line deputy and a search shall be initiated.

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**• • 5-02-090 Exchange and Disposal of Used Inmate Razors**

**Reference:** CFR 29 1910.1030(D)(4)(iii)(C); Ca Title 15 1265; Medical Waste Management Act, Section 118280; CCR 5193; South Facility Unit Order 3-03-070, 5-10-010

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**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the safe disposal of inmates' used shaving razors.

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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:**

Bloodborne pathogens are defined as pathogenic microorganisms that are present in human blood and can cause disease. These pathogens can be found on used sharp objects such as needles and razor blades. The California Department of Occupational Safety and Health Administration's (Cal/OSHA) bloodborne pathogens standard states: "Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, and territories" (Code of Federal Regulations [CFR] 29 1910.1030[D][4][iii] [C]).

Additionally, Cal/OSHA's bloodborne pathogens standard requires that, during use, sharps containers must be "easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found".

California Code of Regulations (CCR), Title 15 section 1265 mandates the issuance of shaving implements to inmates in Los Angeles County jail custody. South Facility's inmate services personnel are responsible for the issuance of personal hygiene kits to indigent inmates housed at South Facility. The hygiene kits include one small disposable plastic razor. When an inmate wishes to trade his used razor for a new one, personnel shall visually check each used razor to ensure the blade is intact. Once confirmed, the used razor shall be disposed of, by the inmate, into a biohazard, puncture resistant, sharps container, which shall be available at every staff station and the inmate processing area (IPA).

On a regular, scheduled basis personnel from the inmate services unit shall remove the full used sharps containers, and replace them with new ones. The red plastic biohazard containers are one-time use only containers. The full containers of used razors shall be kept in the locked fenced area in George compound (in front of the visiting area), pending removal by a contracted biohazard disposal company.

**PERSONAL PROTECTIVE EQUIPMENT**

Safe work practices include the wearing of latex disposable gloves, which shall be provided and utilized by all employees when handling biohazardous waste. The gloves provide protection against direct skin contact with

the biohazardous materials. The gloves shall be discarded after each use and shall not be reused.

#### PERSONNEL TRAINING

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

- Overview of the program and work practice controls.
- Use of personal protection equipment and limitations.
- Exposure control procedure to minimize exposure
- Concept of universal precaution
- Hands-on training for use of equipment

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### **• • 5-02-100 MRSA and Vermin Control Procedures**

**Reference:** CDM 4-11/020.00, 5-11/030.00, and 5-11/070.00

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

The purpose of this order is to establish guidelines for laundry exchange and cleaning in the event an inmate is identified as having Methicillin-Resistant Staphylococcus Aureus (MRSA) or any similar, contagious, communicable medical condition or infection.

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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:**

Inmates with vermin or specific communicable medical conditions create the need for special handling of their clothing. In instances where an inmate has been identified as being infested with vermin or infected with certain infectious diseases, like MRSA, medical staff will be summoned and shall determine if contaminated clothing will be placed in plastic bags. These bags will be taken to the facility laundry where they will be stored with other soiled laundry awaiting transport to Laundry Services for cleaning.

For beds and housing areas of inmates infected with MRSA, the cleaning procedures as outlined in Custody Division Manual (CDM) Section 5-11/070.00, "Guidelines for Limiting the Possibility of Infection by Methicillin Resistant Staphylococcus Aureus (MRSA)" shall be adhered to. All protocols in instances of vermin shall also be adhered to as described in CDM Section 5-11/030.00 "Control of Vermin."

All inmates in the immediate vicinity of, or assigned to adjacent bed areas of those identified with vermin or other infectious diseases, shall:

- Exchange their existing county issued linens and clothing for clean items.
- Scrub and disinfect their entire bed area, including bed frames, mattresses using the provided Citracide solution, or another suitable solution approved by medical services. Allow the Citracide or alternative cleaning solution to remain on areas for ten minutes prior to wiping off with clean towels. In addition to the inmate's bunk, bunks and mattresses located on both sides and in front/back of the contaminated bunk will also be disinfected. Soiled towels will be bagged and left in the Inmate Processing Area (IPA) for transport to Laundry Services for cleaning.
- (For those infected with vermin) Use a specialized delousing shampoo supplied by the medical staff to wash all body hair.
- The inmates shall be re-checked in 48 hours and the previous steps repeated as necessary.

Ensure these procedures are logged in the Uniform Daily Activity Log (UDAL) or electronic Uniform Daily Activity Log (e-UDAL), under "Medical and Psychological Events" (i.e., "0950 hrs - John Doe #1234567 - Treated for MRSA - Clothing Exchanged/Disinfected Mattresses on Bunks 44,45,46,47").

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## **• • 5-02-110 Information Concerning Inmates Exposed to or Infected by a Communicable Disease**

**Reference:** Title 15; CDM 4-08/000.00; MPP 5-03/175.25

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### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the distribution of information concerning inmates who have been exposed to, or infected by a communicable disease at Pitchess Detention Center (PDC) South Facility.

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### **SCOPE OF ORDER:**

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

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### **ORDER:**

PDC South personnel who observe or are informed of activity that may cause the transmission of human immunodeficiency virus (HIV) or acquired immunodeficiency syndrome (AIDS) or other communicable diseases shall take immediate action. The activity shall be documented on an Inmate Incident Report (SH-J-213) and/or Complaint Report (SH-R-49) as appropriate, and a Department of Health Services form, "Request and Decision for HIV Testing (DHS 8459), pursuant to the Department Manual of Policy and

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Procedures, section 5-03/175.25, "Reporting of Inmate's Exposure to AIDS and Other Communicable Diseases."

The information reported shall remain confidential. All employees shall maintain the confidentiality of inmates' personal information except when disclosure is necessary to obtain medical or psychological care or advice.

If an inmate alleges to be infected with HIV/AIDS he shall be expedited to South Facility's medical clinic. The medical staff at South Facility's medical clinic, upon examination and evaluation, will determine if transportation to Inmate Reception Center (IRC), Twin Towers Correctional Facility (TTCF) or another medical facility is needed. Both medical and custody personnel shall make the necessary notifications and fill out the appropriate forms.

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## **• • 5-02-120 Communicable Disease Protective Equipment**

**Reference:** CDM 3-15/020.00

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### **PURPOSE OF ORDER:**

The purpose of this order is to establish information regarding the location and contents of the communicable disease protective equipment kit.

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### **SCOPE OF ORDER:**

This order applies to all sworn personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility, in the event they need to contact anyone with a communicable disease.

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### **ORDER:**

Pursuant to Custody Division Manual (CDM) Section 3-15/020.00, each Custody Services Division facility shall maintain communicable disease protective equipment kits which shall be strategically located for ease of access by all personnel. These kits are designed to minimize any exposure to communicable diseases as a result of contact.

A communicable disease protective kit is maintained and kept in the PDC South Facility main armory. The main armory is strategically located in the middle of South Facility, just outside of the number eight (8) gate, allowing employees to quickly access items stored inside. The communicable disease protective kit can be located in the armory in a large paper bag labeled "Disease Equipment."

The protective equipment kit consists of the following:

- One (1) Tychem by Dupont® bio-hazard suits
- Three (3) boxes, each containing ten (10) disposable face masks
- One (1) box containing two hundred (200) disposable gloves
- One (1) box containing fifty (50) disposable paper towels
- Two (2) cans of disinfectant spray
- Ten (10) disposable plastic bags
- One (1) roll of duct tape
- 1 resuscitation mask for CPR use only

The kit and its contents shall be inspected quarterly as part of the regular quarterly armory inventory, and the kit contents shall be rotated/refreshed as needed.

Note: Tychem suits are a special purchase, which go above and beyond the CDM requirements. South Facility possesses several of the suits in the con-ex trailer located behind the armory.

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### **• Section 3 - Inmate Laundry**

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#### **• • 5-03-010 Laundry Exchange Procedures**

**Reference:** CDM 5-07/010.00, 5-07/020.00; 5-11/060.00; CCR Title 15, Section 3031

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

The purpose of this order is to establish procedures for exchanging inmate linen 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:**

Laundry exchange shall be conducted Monday through Friday, once per week for each barrack. Laundry exchange shall be overseen by the Inmate Processing Area (IPA) personnel with the help of compound rovers personnel.

All clothing shall be transported, via laundry carts, to the barracks scheduled for clothing exchange. Each inmate shall receive the following items:

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- Inmate uniform (once weekly)
- One (1) set of thermals (once weekly)
- Two (2) pair underwear (once weekly)
- Two (2) undershirts (once weekly)
- Four (4) socks/two (2) pairs (once weekly)
- One (1) mattress cover/sheet (once weekly)
- One (1) towel (once weekly)
- One (1) blanket (once monthly)

The above indicated items are mandated to be exchanged per Title 15. The exchange reporting period is Thursday of each week. If laundry exchange cannot be conducted on the assigned shift, the following shift shall facilitate the exchange. If there is any reason why laundry exchange cannot conform to Title 15 requirements, the unit commander shall be notified.

IPA personnel shall announce laundry exchange in the specific compound where the exchange is taking place, using the Department radio, South Facility frequency. Main control desk [REDACTED TEXT] personnel shall use the public announcement (PA) system to advise the inmates to prepare for laundry exchange. IPA personnel shall be assisted in facilitating the exchange by personnel assigned to the compound.

Inmates shall be instructed to place all their personal property and any county issued property that is not being exchanged on their assigned bunk. Inmates shall then receive a clean linen roll (consisting of the items listed above), exit the barrack, and line up in the count box in front of the adjacent barrack.

All items found on, or near inmate bunks which do not fit into the respective inmate's assigned county issued property bags shall be considered contraband and removed from the barracks. All inmates shall be reminded of the contraband policies found in Custody Division Manual (CDM) sections 5-07/010.00, "Contraband Defined" and 5-07/020.00, "Contraband Disposal," prior to laundry exchange.

Compound personnel may search an inmate's property bag but shall not discard or destroy any item unless it expressly fits the definition of contraband per CDM section 5-07/010.00, "Contraband Defined."

If an inmate claims a piece of personal property was removed from their property bag during the search, reasonable accommodations shall be made to allow the inmate to look through the items that were removed from the barrack. Inmates shall not be allowed to look through removed contraband items without direct supervision by compound personnel.

Once the barrack search is complete, all inmates shall be allowed to trade any damaged/torn laundry (one for one) before returning, in a single file line, to their assigned barrack.

Upon completion of laundry exchange, a search report shall be completed for each barrack searched using the Custody Automated Reporting and Tracking System (CARTS) application:

[REDACTED TEXT]

INMATE WORKERS

Inmates assigned to work crews shall be issued clean uniforms, underwear, and t-shirts each work day upon completion of their work assignments.

#### INMATES RETURNING FROM COURT

Court returnees shall be issued a complete bedroll and uniform by the processing officer when returning from court, if the court returnee's compound had linen exchange that day.

#### NEW INMATE ARRIVALS

Each new inmate shall be issued one (1) mattress upon arrival at PDC South Facility which shall be returned when the inmate leaves the facility. The inmate shall also be issued a linen roll (consisting of the above listed items), a property bag (if they do not already have one), a hygiene kit, and a blanket.

#### WINTER MONTHS

During winter months, inmates may be issued two (2) blankets, a beanie, and one (1) jacket.

#### LAUNDRY MANAGEMENT

The IPA deputy shall prepare a report by the conclusion of each week indicating the inventory of clean items in stock. The report shall also indicate the amount and type of clothing, linen, and bedding which is anticipated to be needed for the following week. The IPA deputy shall email the prepared list to the Citizen's Commission on Jail Violence (CCJV) lieutenant.

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### **• • 5-03-020 Inmate Uniform Colors**

**Reference:** Custody Division Manual 5-01/015.00, Inmate Uniforms

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

The purpose of this order is to establish standards for the issuance of inmate uniforms, based on color, in order to easily identify their different classifications

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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:**

All inmates housed at PDC South Facility shall be issued one inmate uniform, consisting of a pair of pants and a shirt.

The following table identifies the distinct inmate uniform colors, along with the inmate classification associated with each color:[REDACTED TEXT]

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## **• Section 4 - Inmate Discipline**

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### **• • 5-04-010 Inmate Discipline Procedures**

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

The purpose of this order is to establish procedures for inmate discipline.

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

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

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#### **ORDER:**

The purpose of any disciplinary action is to achieve one or more of the following:

- Hold the inmate accountable for inappropriate behavior
- Maintain security, order, and compliance with facility rules
- Protect and maintain the facility security and the well-being of inmates, staff, and the public

Inmates who violate or refuse to comply with facility rules and regulations shall be subject to discipline. The degree of punitive actions taken shall be directly related to the severity of the rule violation. Acceptable forms of discipline shall consist of, but not be limited to, the following:

- Loss of privileges
- Extra work detail
- Short term lockdown for less than twenty-four (24) hours
- Removal from work details
- Loss of "good-time" and/or "work-time" credits earned pursuant to Penal Code Section 4019, "Deductions from Confinement Period"
- Revocation of early release credits, if eligible
- Disciplinary segregation and/or isolation

- Disciplinary diet
- Criminal prosecution

To comply with Custody Division Manual (CDM) section 5-09/030.00, "Disciplinary Review Process," California Penal Code Section 4019.5 (e), and Title 15 regulations, the following procedures shall be adhered to when processing disciplinary reports.

#### MINOR VIOLATIONS

Minor acts of non-conformance or minor violations may be handled by any staff member through a harmony transfer, counseling and advisement of conduct expected, extra duty, and/or loss of privileges. In handling these incidents, staff members shall adhere to the following procedures, based on the discipline to be imposed:

- Harmony Transfer - All harmony transfer requests shall be determined by the watch deputy and approved by the supervising line deputy and line sergeant. Once the transfer is approved, handling personnel shall coordinate with the watch deputy to facilitate the transfer.
- Counseling and Advisement - Personnel may counsel and advise inmates regarding inappropriate behavior and/or rule violations. Any counseling of inmates or advisement of expected behavior shall be conducted in plain view, in a professional manner, and in the presence of more than one Department member.
- Extra Duty Assignments - Inmates may be assigned extra duty (cleaning, landscaping, trash/laundry sorting, etc.) for minor violations of jail rules. Personnel wishing to assign inmates to extra duty assignments for violating jail rules, shall submit an Inmate Reporting Tracking System (IRTS) report, documenting the incident. The supervising line deputy or a sergeant shall review the incident details and assign the amount of extra duty to be performed in hourly increments. No inmate shall be assigned to work more than five (5) hours of extra duty, for any minor violation.
- Loss of Privileges - Inmate commissary and/or visiting privileges may be removed for a period of one (1) to three (3) weeks for violating jail rules. Personnel wishing to remove an inmate's privilege to order commissary or receive visits shall submit a minor IRTS report documenting the incident. The supervising line deputy shall review the incident details and determine the length of time an inmate will lose their commissary and/or visiting privileges.

In the event an inmate loses commissary and/or visiting privileges, inmate services personnel shall update a loss of privilege list to reflect the restriction. The loss of privilege list shall be maintained in the PDC South Facility share files, in the following location:

[REDACTED TEXT]

Inmate services personnel shall also be responsible for restricting the inmate's visitation status in the Inmate Visitation Scheduling System (IVS) application.

The inmate receiving discipline shall be provided with an IRTS generated "Notice of Disciplinary Violation" and a "Notice of Action by Disciplinary Review Board," indicating the rules violated and the discipline imposed. Both forms can be printed from within the IRTS application.

If the inmate requests an appeal of the proposed discipline, a sergeant may act as the discipline review officer. The discipline review officer may conduct further inquiry or investigation and shall provide the inmate

with an opportunity to present a defense. The discipline review officer shall then either exonerate or reprimand the inmate, assess the number of hours to be worked, determine loss of privileges, or direct the member submitting the initial violation to complete a discipline report alleging a major violation.

Any accumulation of three (3) or more minor violation reports within a thirty (30) day period for a single inmate shall result in a major violation.

### MAJOR VIOLATIONS

Whenever personnel identify an inmate who has committed a major violation of facility rules, a request to send the inmate to disciplinary housing shall immediately be made. Prior to taking any disciplinary action, the handling staff member shall relay the incident details to the watch sergeant and watch commander. The watch sergeant and watch commander may either approve or deny the discipline request, based on the facts presented to them. Transferring an inmate to disciplinary housing requires the approval of both the watch sergeant and watch commander. Once approval is obtained, the handling staff member shall do the following:

- Complete an IRTS report documenting the rules that were violated and detailing the inmate's actions. The submitted IRTS report shall be reviewed by a supervising line deputy and approved by the watch sergeant. The IRTS will then be ready for review by the Discipline Review Board (DRB) for adjudication. If applicable, an Incident Report (SH-R-49) shall also be written.
- Print two copies of the "Notice of Disciplinary Violation" (SH-J-380) form, generated from the IRTS program. One of the notices shall be issued to the inmate. The second notice shall be signed by the inmate, indicating they received their copy, and provided to the watch deputy for inclusion in the disciplinary transfer packet (see "Disciplinary Transfer Requirements" below).
- Fill out a "Discipline Record Card" for inclusion in the disciplinary transfer packet. For all transfers to PDC North Facility, a yellow card shall be used. For transfers to North County Correctional Facility (NCCF) or Men's Central Jail (MCJ), a white card shall be used. For transfers to Barrack 30, the South Facility discipline record card (kept in the following South Facility share files location: [REDACTED TEXT] shall be used.
- A sergeant shall interview the inmate regarding the violations (DRB), as soon as possible. The sergeant shall review the submitted IRTS entry, document their interview in the appropriate IRTS field, and either approve or reject the submitted report. If the report is rejected, the supervising line deputy shall immediately notify the handling officer and ensure corrections are made as soon as possible.

### INFORMATION ONLY IRTS

An "Information Only" IRTS report shall be completed to document incidents under the following circumstances:

- Removal of inmates from any work assignment when there is no disciplinary action taken
- Removal of inmates from any educational program
- Minor disciplinary violations when only a warning was issued, and there is no formal discipline sought
- Reclassification of inmates
- Inmates requiring a "keep away" status from PDC South Facility and/or any specific inmates who pose a risk
- Any inmate information deemed pertinent to maintain the safety of the inmates, staff, or the overall security of PDC South Facility

### DISCIPLINE REVIEW BOARD

All DRBs shall be completed by a sergeant, in accordance with CDM section 5.09/040.00, "Disciplinary Review Process." Supervisors who were involved in an incident are precluded from sitting on the related DRB in order to keep the hearing fair and impartial.

An inmate charged with a major violation, has the right to take 24 hours to prepare for the DRB (which may vary due to court, medical, etc.). The inmate has the right to have the DRB conducted within 72 hours (may vary due to court, medical, etc.).

Each shift sergeant shall be responsible for reviewing all active IRTS entries at the beginning of their shift and conduct any DRB that falls within the 24-to-72-hour time limit. If the 72-hour DRB period lapses, with no valid explanation for the delay, the major violation(s) shall be dismissed, and the inmate shall be released from pre-discipline housing.

### DISCIPLINE REVIEW BOARD WAIVERS

All inmates accused of violating facility rules shall be given the option to waive their right to the 24-hour defense preparation period. If the 24-hour period is waived, it shall be noted on a Waiver of Time form and signed by the inmate. Once the 24-hour period is waived, a DRB shall be conducted, prior to the inmate receiving discipline. The Barrack 30 Deputy shall be responsible for tracking inmates requiring DRB and notifying the appropriate supervisor that a DRB needs to be conducted.

If the 24-hour period is not waived, the inmate shall be returned to their housing location, upon approval of the watch commander (or watch sergeant in their absence) and allowed time to prepare for their DRB hearing. If the potential discipline time is greater than ten (10) days and the violation(s) consists of prior major offenses, criminal assaults, recalcitrance, or violations while in disciplinary isolation/segregation, the inmate shall be transferred to North Facility or NCCF for pre-discipline housing pending a DRB hearing.

All documented Waiver of Time forms shall be maintained in the Waiver of Time notebook located in Barrack 30. The sergeant conducting the DRB shall sign their name on the form and indicate how many days of discipline were imposed. The Barrack 30 Deputy shall be responsible for periodically archiving all disciplinary forms. These forms shall be maintained for a period of five (5) years in accordance with CDM section 4-13/000.00, "Retention of Records."

The maximum term of discipline which can be imposed by a DRB is 30 days of isolation/segregation. A disciplinary diet may be assessed in conjunction with disciplinary isolation/segregation time for the purpose of addressing issues such as prior offenses, recalcitrance, violations while in disciplinary isolation/segregation, or any case where enhancement of the basic assessment is deemed necessary to gain the compliance of the inmate. Disciplinary diets may also be an appropriate disciplinary enhancement in cases of serious, violent, felony acts.

### DISCIPLINARY TRANSFER REQUIREMENTS

Inmates who are given between one (1) and thirty (30) days of discipline may serve their time at PDC South Facility in Barrack 30 (depending on the violation). Inmates who receive more than ten (10) days of discipline, and the violation(s) consist of prior major offenses, criminal assaults, recalcitrance, or violations while in disciplinary isolation/segregation, shall be transferred to another facility for disciplinary housing.

When inmates are transferred to Barrack 30 for discipline, all documents must be fully completed and presented to the watch deputy for review. The watch deputy may request corrections as needed. The watch deputy shall ensure the completed packet is provided to Barrack 30 personnel to be processed. The packet must include the following:

- Notice of discipline violations (signed by the inmate)
- A complete printout of the inmate's IRTS report
- A completed PDC South Facility discipline record card
  - A digital copy of the PDC South Facility discipline record card shall be kept in the following South Facility share files location: [REDACTED TEXT]
- If the inmate has waived the 24-hour DRB preparation right, a copy of the signed waiver shall be included with the packet

When inmates are transferred to another facility for discipline, all transfer documents must be completed and presented to the watch deputy for review. The watch deputy may request corrections as needed and prepare a disciplinary transfer packet in order to facilitate the transfer. To transfer an inmate for discipline, the watch deputy shall ensure the following:

- The inmate shall be medically evaluated by PDC South Facility Correctional Health Services (CHS) staff. Inmates assigned to pill call cannot be housed at PDC North Facility.
- If an inmate is not suitable for housing at PDC North Facility, the watch deputy shall ascertain the inmate's security level and determine whether they will be transferred to NCCF or MCJ.
- Contact the appropriate facility and request disciplinary housing approval from the receiving facility's watch commander
- Prepare the disciplinary transfer packet, which will be comprised of:
- Discipline Record Card (yellow card for PDC North facility, white card for all other facilities, digital file for Barrack 30)
- Notice of Discipline Violation, signed by the inmate
- A printout of the inmate's SI01 screen from AJIS
- All printed pages of the inmate's IRTS report
- If the inmate has waived his 24hr DRB preparation right, a copy of the signed waiver shall be included with the packet

Once the DRB hearing has been completed, the inmate shall fulfill their disciplinary sentence at the appropriate facility and return to PDC South Facility, unless security level or other factors deem them a security risk.

#### DISCIPLINARY DIET

Disciplinary diets may only be requested by a sergeant or above. The implementation of a disciplinary diet requires the approval of the unit commander or their designee. A sergeant requesting imposition of a disciplinary diet shall complete the following:

- The inmate shall be evaluated by medical personnel to determine their suitability to be placed on a disciplinary diet. If medical personnel authorize a disciplinary diet, they shall sign a disciplinary diet authorization form, with their employee number and date of the assessment. A disciplinary diet

authorization form shall be completed describing the circumstances supporting the proposed imposition of a disciplinary diet.

- The disciplinary diet authorization form shall be reviewed and signed by the watch commander, then directed to the unit commander for approval.
- An operations incident notification shall be sent using the form located on the PDC South Facility intranet site. The notification shall advise operations personnel that a disciplinary diet has been requested and include a brief explanation of the circumstances supporting the request.
- Once the unit commander has reviewed and approved the request for a disciplinary diet, the signed form shall be delivered to the facility housing the inmate in order to begin the disciplinary diet.
- Inmates placed on disciplinary diets shall not receive that diet for longer than two consecutive 72-hour time periods (approximately one week) without a health and weight evaluation by a physician.

When conducting the DRB, it is the responsibility of the supervisor to evaluate each violation based on the information available. If the inmate is found guilty of the documented violations, the supervisor shall advise the inmate, and determine an appropriate disciplinary sentence.

The number of days to be spent in disciplinary housing should be assessed based on the guidelines set forth in CDM section 5-09/070.00, "Inmate Discipline Schedule." These guidelines are intended to serve as a recommendation, to ensure a standard of equal and just discipline. They may be deviated from, only when there is just cause, as determined by the severity of the violation, or the inmate's resistance to willingly comply with the facility rules and regulations.

The sergeant conducting the DRB hearing shall document the results in the DRB section of the IRTS report. Two copies of the "Notice of Action by Disciplinary Review Board" forms shall be printed indicating the findings of the DRB, the sergeant who conducted it, and any discipline imposed. One copy of the notice shall be given to the inmate. The inmate shall sign the second copy acknowledging receipt of the notice. The signed copy shall be delivered to the facility providing the disciplinary housing.

The updated IRTS report entry shall automatically be forwarded to the watch commander for review.

## APPEALS OF DISCIPLINE

Title 15 guidelines delineates an inmate's right to appeal discipline. Inmates shall be provided with a PDC South Facility disciplinary appeal form upon request. A digital copy of this form can be found in the following PDC South Facility share file: [REDACTED TEXT]. There is also a supply of physical copies in the Barrack 30 staff station. The supervisor hearing the appeal shall be at least one rank above the supervisor who imposed the discipline. The results of the appeal shall be noted in IRTS. The inmate also has the right to have their case reviewed by the unit commander, if requested, per CDM section 05.09/040.00, "Disciplinary Review Process."

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## **• • 5-04-020 Unit Commander Designee of the DRB and IRTS Process**

**Reference:** CDM 5-09/030.00, CDM 5-09/040.00

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**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines and procedures regarding the responsibility and oversight of approving and monitoring the Inmate Reports Tracking System (IRTS) and Disciplinary Review Board (DRB) processes at Pitchess Detention Center (PDC) South Facility.

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**SCOPE OF ORDER:**

This order shall apply to the EM Shift Watch Commander, at the minimum rank of lieutenant.

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**ORDER:**

All discipline recommended by the DRB shall be reviewed by the unit commander or his designee, pursuant to the Custody Division Manual (CDM) section 5-09/040.00. The designee at South Facility shall be the EM Shift Watch Commander, at the minimum rank of lieutenant.

**PROCEDURES**

The lieutenant responsible for the collateral duty of approving the IRTS and DRB reports shall access, review, and update the IRTS/DRB "Unit Commander Approved" section, at a minimum of once every ten days, to ensure adherence to Department policy and DRB guidelines.

**Revision Date 04/07/22**

**SOUF 03/07/14**

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**• Section 5 - Inmate Grievances**

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**• • 5-05-010 Inmate Request-Grievance Procedure**

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the inmate complaint and inmate request procedures in accordance with Custody Division Manual (CDM) Volume 8 and to ensure that inmate requests and grievances are properly handled, investigated, and completed in a timely manner. Additionally, the purpose of this policy is to establish and maintain a fair, objective, and effective grievance process. Through this process, resolutions of inmate grievances are achieved at the lowest possible administrative level, affording reasonable opportunities for the inmate to appeal to the next level of review.

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**SCOPE OF ORDER:**

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

**ORDER:**

The policy of custody operations is to provide inmates the means for expressing and resolving grievances. It is an administrative mechanism for review of Departmental policies, decisions, actions, conditions, or omissions that have a material adverse effect on their health, safety, welfare, participation and/or access to programs.

The purpose of this policy is to establish and maintain a fair, objective, and effective grievance process. Through this process, resolutions of inmate grievances are achieved at the lowest possible administrative level responses to the aggrieved, and affording reasonable opportunities to appeal to the next level of review.

**INMATE GRIEVANCE FORMS**

Inmates shall have reasonable access to inmate request/grievance forms (SH-J-420), and shall be unimpeded in their ability to file a grievance. All written grievances shall be accepted even if they are not written on the specified form. If an inmate submits a written grievance/request/appeal on some other form, personnel who retrieved it shall return it to the inmate along with the correct blank form, and provide the inmate with assistance to complete it as needed. The completed form will then be processed in compliance with established policy.

Inmates who are unable to complete a written or electronic form because of a disability, language barrier, or illiteracy may raise grievances/requests/appeals verbally, and Department personnel shall assist these inmates with completing the form. Any question regarding the level of assistance to be provided to an inmate with a disability shall be resolved by summoning the assistance of Correctional Health Services (CHS) personnel.

A supply of blank inmate request/grievance forms and medical envelopes will be kept in open supply boxes that are mounted on the front of all barracks except for Barrack 40. Compound officers shall check the supply of the forms and envelopes on each shift and log each check in the Uniform Daily Activity Log (UDAL).

**SUPERVISOR COLLECTION OF INMATE GRIEVANCES**

Located inside each compound, affixed to the front of each middle barrack, are locked wooden boxes (inmate collection boxes), which are utilized for the collection of inmate requests, mail, and grievances. The contents of the inmate collection boxes shall be collected by the designated South Facility line sergeant on every shift. The watch sergeant shall check the boxes if the line sergeants are not available. The collecting sergeant shall also ensure there is a supply of inmate request/grievance forms and medical envelopes available in the supply boxes.

Only a supervisor of the permanent rank of sergeant or above shall collect the inmate request/grievance forms. The supervisor collecting the forms shall sign the housing area's UDAL documenting the amount collected, or

indicate there were none to collect.

The collecting supervisor shall immediately review each form in order to address any emergency medical, mental health, or force allegation issues without delay (refer to CDM Section 5-12/010.00). Emergency grievances as delineated in section 8-03/010.00, "Emergency Grievances," or those requiring priority handling shall be delivered promptly to the watch commander for further review and assignment.

The collecting supervisor shall place non-emergency grievances and grievances that do not require priority handling into the supervisor collection boxes for the inmate grievance team's retrieval and processing. Inmate requests that cannot be handled to conclusion at the compound level shall also be placed into the supervisor collection boxes.

When a grievance is sealed, it shall be directed to the watch commander unopened. The watch commander will determine if a sealed grievance requires immediate processing.

Inmate requests, including grievances which would be classified as requests, shall be assigned to an appropriate staff member for timely processing. Whenever possible, housing officers shall answer all informal requests for general information concerning the inmate and address any informal requests during the shift in which they are received. In instances where this is not possible, any requests for information which have not been addressed shall be relayed to respective personnel of the following shift for appropriate handling. Refer to section 8-02/005.00, "Informal Requests."

#### INMATE GRIEVANCE TEAM

The team shall be comprised of a supervising line deputy, a custody assistant and/or other appropriate professional staff, and shall be supervised by at least one sworn supervisor of the minimum rank of a sergeant who will serve as the unit inmate grievance coordinator and report to the division inmate grievance coordinator.

Due to the unique composition of PDC North and PDC South facilities, one (1) inmate grievance team will assume the described responsibilities at both of these facilities and will coordinate with the concerned compliance lieutenant to ensure adherence with this policy.

PDC South Facility has two centrally located locked boxes (supervisor collection boxes). One is located in the watch sergeant's office. The other is located in the Eddie compound trailer, senior/sergeant office. Requests and grievances not handled by line sergeants shall be placed in these boxes.

Members of the inmate grievance team shall be responsible for collecting from the inmate collection boxes and the supervisor collection boxes during AM shift, Monday through Friday. The inmate grievance team shall also ensure there is a supply of inmate request/grievance forms and medical envelopes available in the supply boxes.

The inmate grievance team shall also be responsible for reviewing, categorizing, tracking, and forwarding grievances/requests/appeals to appropriate person or unit for investigation and handling, and shall assist with responding to inmates as appropriate. In addition, they shall scan and enter all non-electronic grievances, general requests, and appeals forms they collect into Custody Automated Reports Tracking System (CARTS) and assign them reference numbers.

## MEDICAL GRIEVANCES

Medical grievance forms not submitted in a medical envelope shall be enclosed in a medical envelope and given to the medical supervisor on duty. For information regarding health care inmate grievances/requests/appeals, refer to section 8-03/020.00, "Health Care Inmate Grievances."

Grievances against medical staff shall be placed in a medical envelope and forwarded to a medical supervisor.

## GRIEVANCES COLLECTED FOR OTHER UNITS

The inmate grievance team shall be responsible for reviewing, categorizing, tracking, and forwarding requests, grievances, and appeals to the appropriate person or unit for investigation and handling, and shall assist with responding to inmates as appropriate. In addition, they shall scan and enter all non-electronic grievances, general requests, and appeals forms they collect into CARTS, including the collection times, and assign them reference numbers.

**Revision Date 03/04/19**

**06/03/97 SOUF**

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## **• Section 6 - Inmate Visiting**

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### **• • 5-06-010 Inmate Visiting Procedures**

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

The purpose of this order is to establish visiting procedures and general public inmate visiting hours. This order does not apply to attorneys, parole agents, or special visits. Visiting guidelines for attorneys or special visitors may be found in Pitchess Detention Center (PDC) South Facility Unit Order 5-06-040, "Law Enforcement, Attorney, and Non-Routine Visit Procedures."

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

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

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#### **ORDER:**

Inmate visiting at South Facility shall be conducted every Saturday and Sunday, as well as on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

Each inmate shall be allowed two (2) 30-minute visits per week. On the above listed holidays, inmates may receive one (1) additional 30-minute visit.

Walk up visiting registration hours will be from 0800-1400 hours. Visitors requesting to visit an inmate at South Facility shall be processed at the Dr. Elmer T. Jaffe Visitor Center (main visiting center). Visiting registration at the main visiting center will close promptly at 1340 hours. Any visitor reporting to the main visiting center after 1340 hours will be denied access to the property and the requested visit. Refer to unit order 5-06-050, "Elmer T. Jaffe Visiting Center Procedures," for operating procedures at the main visiting center.

#### VISITOR PROCEDURES AND PROCESSING AT SOUTH FACILITY

Visitors who have been cleared and processed by the main visiting center, shall be dropped off at the South Facility visiting center, and enter the visiting center through Gate 10. The visiting process shall be conducted in the following manner:

- Visitors shall report to the visiting center office and present their visiting pass (issued to them at the main visiting center) to personnel at the visiting center window.
- Visiting personnel shall ensure the visiting pass has a stamp on the upper left corner indicating the date, number of visitors, and bus number as outlined in South Facility unit order 5-06-050, "Elmer T. Jaffe Visiting Center Procedures."

Note: If the visiting pass does not contain the stamp, visiting personnel shall notify the main visiting center sergeant and return the visitor(s) to the bus to be transported back to the main visiting center.

- Visiting personnel shall assign the visitors to a visiting window and indicate the window number on the visiting window assignment sheet.
- After assigning all visitors to a window, visiting personnel shall give the inmate visiting passes to the visiting center inmate workers, who shall contact the appropriate inmate at their assigned barrack, and direct them to the visiting center for their visit.
- Inmates receiving visits shall report to the visiting center and check in with the inmate worker and visiting center personnel.
- When inmates check in and sit at their assigned seats, visiting center personnel shall note the time on the visiting log sheet and begin timing the 30 minute visit.
- At the end of the designated visiting time, visiting personnel shall announce to visitors that their visiting time has expired.
- The inmates shall immediately be instructed to leave the visiting center and return to their barracks.
- Visitors shall exit the visiting center and wait near Gate 10 to board the next available bus returning to the main visiting center.

- South Facility visiting center personnel shall also be responsible for time stamping the inmates' visiting passes with three individual times: the visitor's time of arrival, the time the inmate's visit began, and the time the visit was completed.

#### END OF THE VISITING DAY

After all visitors have been cleared from the South Facility visiting center and sent back to the main visiting center, visiting personnel shall ensure the following:

- Visiting personnel shall determine the total number of visitors and inmates for the day. The South Facility desk shall be advised of the count totals and log that information in the facility log.
- After all visitors have left the visiting center, assigned visiting personnel shall secure Gate 10.
- Visiting passes shall be bound and labeled with the date and number of inmates. Passes shall be stored for three (3) years, after which time they may be disposed of.
- All inmate workers shall be searched and returned to their barracks.
- Inmate Processing Area (IPA) personnel shall conduct a thorough search of the visiting center to locate any discarded contraband, potential security issues, damaged equipment, and/or possible hazards. After the search has been completed, the PM shift Methicillin-Resistant Staphylococcus Aureus (MRSA) cleanup crew shall clean the visiting center.

#### SOUTH FACILITY VISITING RULES

1. Only one adult visitor shall be allowed at the visiting window at a time. All other visitors may be asked to wait outside the visiting center due to space limitations and security issues.
2. Only three visitors total shall be allowed. Infants carried in a carrier do not count as visitors. All other children shall be counted visitors.
3. Cutting in line at ANY point of the registration and/or visiting process may result in the cancelation of the requested visit, and/or future visiting privileges being denied.
4. Juveniles (children 17 years of age and under) shall be accompanied by their parent(s) or a legal guardian. Absent a legal guardian or parent, they shall have a notarized letter from their parent/legal guardian indicating whom they are allowed to visit and they shall be accompanied by an adult in order to visit an inmate.
5. Visitors under eighteen years of age, and married to an inmate, are considered emancipated and do not have to be with an adult. However, proof of the marriage and proper identification is required.
6. Visitors shall not go near the fences at either end of the visiting center or look through the tarp into the compound or recreation area.
7. Children shall be under the constant supervision of an adult at all times. Unsupervised children may result in the termination of the responsible adult's visit.
8. Children shall not be allowed to run around or behave in a manner that disrupts other visitors or distracts visiting personnel from their duties.
9. No smoking is allowed inside or outside the visiting center.
10. No food or drink is allowed inside the visiting center.

Any violation of the rules and regulations may result in the termination of the visit and the visitor being placed on the first available bus back to the main gate. Any unsatisfied visitor wishing to speak with a supervisor shall be immediately directed to the supervising line sergeant. Any deviation from the entry guidelines shall be

approved by a sergeant or above.

#### PRE-REGISTERED VISITORS- FACE TO FACE

Civilian visitors have the option to pre-schedule their visits with an inmate by using the [www.lasd.org](http://www.lasd.org) website. This pre-registration, face to face process is only available on weekends and selected visiting holidays. All above rules and orders shall apply to this option, as visitors will still be processed and screened at the main visiting center and transported to the South Facility visiting center.

#### PRE-REGISTERED VISITORS- (IVS) VIDEO CONFERENCE

Civilian visitors have the option to pre-schedule a 30 minute video conference style visit by using the [www.lasd.org](http://www.lasd.org) website. There are currently two video conference machines at the main visiting center which are shared by visitors amongst the PDC custody facilities. South Facility currently has one video conference machine installed in the South Facility visiting center and shall be available from 0800-1400 hours, Monday through Friday, and from 0900-1400 hours on weekends and all six (6) of the indicated visiting holidays.

Monday through Friday, the dayshift watch deputy shall have the responsibility to check the Officer Visiting Scheduling System at the beginning of their shift for any scheduled visits for that day. If visits are scheduled, the watch deputy shall coordinate with the respective compound personnel to ensure the inmate(s) are present at the video conference machine fifteen (15) minutes prior to the scheduled time.

During weekends and indicated visiting holidays, the South Facility assigned visiting deputy or custody assistant shall be responsible to check the Officer Visiting Scheduling System at the beginning of their shift for any scheduled visits for that day. If visits are scheduled, visiting personnel shall coordinate with the respective compound staff, to ensure the inmate(s) are present at the video conference machine fifteen (15) minutes prior to the scheduled time.

Compound personnel shall be responsible for escorting the inmate(s) to the visiting center. They shall also be responsible for monitoring the inmate(s) and reporting any deficiencies with the equipment to the watch deputy. Deficiencies shall be documented in the watch deputy log and reported to the Help Desk using the Cherwell portal link: [REDACTED TEXT]

When the visit is scheduled to start and there appears to be no one on the video screen, compound personnel shall allow 30 minutes for that visitor to arrive. Following 30 minutes, the visit shall be terminated and the inmate shall be returned to their assigned barrack. This information shall be reported to the watch deputy and documented in the watch deputy log.

Note: For reporting procedures when civilian visitors allege they sustained an injury while on PDC property, refer to unit order 04-01-010, "Non-employee Injury Reporting."

Note: For special visits (e.g., attorneys, etc.) at South Facility, refer to unit order 05-06-040, "Law Enforcement, Attorney, and Non-Routine Visit Procedures."

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### **• • 5-06-020 Visits For Outside Workers**

**PURPOSE OF ORDER:**

To establish procedures for providing visits, attorney visits, law enforcement interviews, and video conference for inmates assigned to outside work details.

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**SCOPE OF ORDER:**

This order applies to all personnel assigned to South Facility.

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**ORDER:**

**VISITING**

[REDACTED TEXT]

When an inmate is removed from his outside work assignment for a visit, he shall be sent back to his assigned barrack following the completion of his visit and not back to his work assignment. Desk personnel will remove these inmates from their "out of count" list. Any exception from this procedure must be arranged through desk personnel to avoid complications with the inmate count.

**ATTORNEY VISITS AND LAW ENFORCEMENT INTERVIEWS**

[REDACTED TEXT]

After 1500 hours, the desk or South Senior Deputy shall assign a Deputy to the visiting area during the duration of the interview. The Deputy shall be responsible for searching any inmates coming to the visiting area from an outside work assignment.

Video conferencing appointments will be held at the South Facility video conference room. [REDACTED TEXT]

If for any reason an "Adam" field unit is not available to transport inmates for visits/interviews, arrangements for alternate transportation or escort will be made via the South Facility Watch Sergeant.

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**• • 5-06-030 Access to Courts, Counsel and Legal Mail**

**PURPOSE OF ORDER:**

This order establishes policy and guidelines to ensure the right of inmates to have access to the courts and to legal counsel.

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**SCOPE OF ORDER:**

This order applies to all personnel assigned to South Facility.

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**ORDER:**

Each inmate has the right to unlimited legal material, including legal correspondence as provided in Section 1063 of Title 15, and to confidential consultation with attorneys.

All inmates housed at this facility will be available for an interview by an attorney, court appointed officer, or police officer from 0600-2200 hours daily.

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**• • 5-06-040 Law Enforcement, Attorney, and Professional Visiting Procedures**

**REFERENCE:** CDM 3-01/090.05, 3-10/015.00, 4-06/005.00, 5-10/010.05, 5-10/020.05, 5-10/030.00, 5-10/055.00; MPP 5-03/060.05; Title 15 Section 1068; 825(b)PC; Unit Order 3-05-006

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**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for law enforcement, attorney, and professional visits at Pitchess Detention Center (PDC) South Facility.

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**SCOPE OF ORDER:**

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

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**ORDER:**

**GENERAL INFORMATION**

Attorney visiting hours are held daily from 0800 to 2200 hours, in the PDC South Facility Visiting Center (South visiting). Professional visits, other than attorneys, shall be conducted in South Visiting or the administrative briefing room (admin briefing) from 0800 to 2200 hours daily. Any exceptions shall be approved by the watch sergeant, due to limited space and personnel conducting public visiting.

All public, professional, and law enforcement visitors shall be registered and scheduled through the Inmate Video Visitation System (IVS) scheduling application.

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Reasonable efforts shall be made to accommodate all court orders pertaining to law enforcement, attorney, and non-routine visits. If a request presented by a court order cannot be accommodated, arrangements shall be made, with the approval of the watch commander, to send the inmate to another facility to honor the court order.

All visitor registration forms shall be filed in the copy room.

Weapons, ammunition, cameras, and wireless communication devices, including, but not limited to, a cellular telephone, voice over internet protocol (VOIP) phone, or wireless Internet devices are not allowed inside the facility. Weapons may be secured in the visiting gun lockers. All other items shall remain in the visitor's locked vehicle.

In accordance with CDM section 3-01/090.05, "Wireless Communication Devices," attorneys in possession of a valid California State Bar card, representatives from the Office of Inspector General (OIG), and American Civil Liberties Union (ACLU) representatives (staff, interns, or volunteers with a marked "PROPERTY OF ACLU" laptop) may use laptop computers or tablets in the attorney and public visiting rooms during professional visit with their clients upon signature and agreement of the "Laptop Request and Acknowledgment Form (SH-J-460)," as delineated in CDM section 5-10/030.00, "Attorney and Professional Room Visits." Laptop computers or tablets shall not be used to record audio, video, take photographs, or to stream video/audio. All wireless connectivity functions shall be turned off and/or set to "airplane mode," or the equivalent.

If a visitor is unsure where an inmate is housed, they shall be directed to contact the IVVS Support Group by emailing [IVVSupport@lasd.org](mailto:IVVSupport@lasd.org) or by calling (213) 680-6984.

## CHECK IN PROCEDURES

All attorneys and/or professional visitors requesting to visit an inmate, shall be directed to check in with the deputy at the security booth (in/out shack) located at gate eight (8). Visitors are required to provide a valid, governmentally issued identification (ID) (e.g., California Driver's License, U.S. Passport, other state Identification).

Along with a valid form of identification, the requesting individual shall provide identification supporting their request/reason to visit the inmate. Types of acceptable identification include:

- Current California Bar card (for attorneys)
- Current private investigator license
- Law enforcement identification
- Parole officer identification
- Paralegal license/certificate

Any question regarding the approval to visit an inmate shall be brought to the attention of the watch commander. The watch commander shall have the final determination as to whether a visit will be granted.

Attorneys requesting a visit shall complete the official "Attorney Request Slip" (SH-J-9) and shall be logged on the visitor log.

Law enforcement investigators shall check in for their visit at main control. Inmate interviews shall be conducted in the South Facility admin briefing room. Law enforcement investigators include, but are not limited to:

- Deputy sheriff personnel (not assigned to custody)
- Outside agency law enforcement officers
- District attorneys or district attorney investigators
- Federal or state law enforcement officers

#### SECURITY INSPECTION

All visitors, including attorneys, who request to visit an inmate shall be subject to an article search prior to entry into secured areas of the facility. An article search consists of all purses, briefcases, case files, etc. However, personnel shall not read confidential/legal correspondence. Visitors should be encouraged to take as little as possible into the visiting area.

Persons who accompany attorneys or bondsmen, such as material witnesses or bail sponsors, shall not be allowed to bring any property into the visiting center. These items should remain secured in their vehicle.

#### PROCESSING INMATES

When the inmate arrives, their identity shall be verified by visually inspecting their wristband. If the inmate refuses the visit, they shall be directed to return to their barrack immediately. The visitor shall be informed of the refusal and escorted out. If the inmate accepts the visit, they shall be directed to a visiting window.

#### APPROVED VISITORS

##### **Attorneys and Public Defenders:**

- Must be in possession of a valid, governmentally issued identification card and a valid California State Bar
- A Los Angeles County Public Defender's identification card shall be acceptable identification for access, in accordance with CDM 5-10/030.00, "Attorney and Professional Room Visits"
- May bring in two other persons who are necessary for the preparation of the case
- Out-of-state attorneys shall be referred to the watch commander for approval
- If an attorney forgets, or has lost their Bar card, their status may be checked online at <http://members.calbar.ca.gov/search/member.aspx>, or by calling the California Bar Association at (800) 843-9053 (number verified 04/27/21) to verify valid membership

##### **Bondsmen:**

- Shall present a valid Sheriff's Department pass before being allowed to interview an inmate
- Passes may be obtained at the Men's Central Jail, Room 1014
- May bring in two visitors to sponsor bail
- Shall **not** pass money or business card to the inmate

##### **United States Department of Health, Education, and Welfare Personnel:**

- Must be in possession of a valid governmentally issued photo identification
- Use form PHR 205

**Medical Staff, Physicians, Psychiatrists:**

- Must have a court order that specifies use of the Visiting Room at any hour
- L.A. Superior Court psychiatric - psychological panel:
- These doctors are pre-screened by a committee of judges
- A list of these panel members is kept at main control
- They can interview an inmate, with or without a court order, at any time

**Ministers, Priests, Chaplains, Etc.:**

- All chaplains processed by our Department shall have a "home badge," which shall be kept at their "home facility." This badge shall include their picture and facility name.
- Chaplains shall also carry a Departmentally issued chaplain photo identification card. This identification shall be used when they enter their home facility and exchanged at main control for their "home badge."
- In the event of an emergency, an information card for each chaplain shall be kept on file at their home facility.
- Chaplains may only pass business cards to inmates.
- A chaplain visiting a facility, other than their unit of assignment, shall check in with main control. The chaplain shall exchange their driver's license, or their "home badge," for a generic chaplain badge.

**News Media:**

- The watch commander shall be notified, and the inmate interview shall be approved by the respective Custody Division chief.
- The media representative must be from a bona fide news gathering agency and possess valid identification.
- Inform the concerned inmate of the request for an interview, their right to have their attorney present during the interview, and their right to refuse the interview.
- Informational interviews and photos of federal prisoners must be approved by the United States Marshal.
- Complete form SH-CR-550, "News Media Interview Record."
- If the inmate is represented by the L.A. County Public Defender's Office, it shall be noted on the SH-CR-550. It is the policy of the Public Defender's Office that their clients shall not give media interviews. If the prisoner insists on the interview, the watch commander shall call the Chief of Central Superior Court Trials Division, Public Defender's Office, at (213) 974-2901, who will arrange for a public defender to represent the prisoner at the interview. The news media representative shall be advised of Public Defender requirements. If the Public Defender's Office is closed or permission cannot be obtained, the interview shall be denied.

**Notary Public:**

- Must be in possession of a valid, governmentally issued photo identification and notary stamp which matches the name on the ID

**Parole and Probation Officers:**

- Must be in possession of a valid, governmentally issued photo identification

**Law Enforcement Officers:**

- Must be in possession of a valid, Departmentally issued identification

**State licensed, Court Appointed and Private Investigators:**

- Same rules as attorneys except their identification shall be federal or state identification, or court badge

**U.S./District Attorney or U.S./District Attorney Investigators:**

- Same rules as law enforcement officers

**ICE Investigators:**

- Same rules as law enforcement officers. Refer to CDM section 4-06/005.05, "ICE Detainer Acceptance and Processing Procedures" and 5-10/055.00, "Inmate Interview Procedures for Law Enforcement."

**RULES AND REGULATIONS**

1. Weapons, ammunition, cameras, electrical devices, and umbrellas shall not be permitted inside the secured area of the facility.
2. Physical contact shall not be allowed, including handshakes.
3. Clothing, books, newspapers, personal, and non-legal material shall not be passed to the inmate.
4. All papers passed to or from an inmate shall be inspected and approved by supervising personnel.
5. No food or beverages shall be allowed.
6. Interviewers and inmates shall remain seated during the visit.
7. Loud or abusive language shall not be allowed.
8. Only one inmate shall be interviewed at a time, unless they are co-defendants in the same case.
9. There is no time limit to a visit.
10. Attorneys may bring in two material witnesses.
11. Confidential consultation with an attorney shall be allowed with supervisor approval and subject to space availability.

**LAW ENFORCEMENT OFFICERS/INTERVIEWS**

The watch commander, or their designee shall determine the location of the interview. Absent a court order, inmates shall not be transported to another facility to be interviewed.

Investigators shall request approval from the facility watch commander, in person, of their need to conduct a confidential interview and to utilize any electronic devices in their possession. Once approved, the watch commander shall ensure the appropriate personnel are notified of the approval, in accordance with CDM section 3-01/090.00, "Security of Personal Property."

**PROCESS SERVICE**

For process service procedures refer to PDC South Facility unit order 3-05-006, "Process Service on PDC

Property.”

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**• • 5-06-050 Elmer T. Jaffe Visiting Center Procedures**

**REFERENCE:** CDM 5-10/010.00 and 5-10/020.00; UO 5-06-010

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**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures regulating the processing, searching, and transportation of persons requesting to visit inmates housed in various facilities located on the Pitchess Detention Center (PDC) property.

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**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at the Elmer T. Jaffe Visiting Center (main visiting center).

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**ORDER:**

Currently there are four (4) jail facilities being operated on the PDC property. Visitors from the general public wishing to visit inmates housed at these facilities shall be searched, processed, and transported from the main visiting center located adjacent to the PDC main gate entrance. The overall operation and staffing of the main visiting center is under the command and control of PDC South Facility, however, no part of this policy shall take precedent over the respective visiting policies of any other PDC facility (i.e., South, East, North, North County Correctional Facility [NCCF]). For South Facility visiting policies, refer to South Facility unit order 5-06-010, “Inmate Visiting Procedures.”

**STAFFING**

Personnel assigned to work at the main visiting center are provided by all facilities located on PDC property (i.e., NCCF, East, North and South facilities).

In addition to personnel assigned to work inside the visiting center, South Facility shall assign two (2) deputies to a patrol unit (G-7) to provide security in the main visiting center parking lot.

**OPERATION TIME AND DAYS**

Inmate visiting for all PDC custody facilities shall normally be conducted every Saturday and Sunday, as well as on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

On the above listed holidays, inmates may receive one (1) additional thirty (30) minute visit.

Visiting hours shall be from 0800-1400 hours, and visits shall be scheduled on the Android Scheduling App (for phones and tablets) or on-line at: <https://visit.lasd.org/app>. Any visitors requesting to visit an inmate housed in any facility on the PDC property shall be processed at the main visiting center. Visiting processing at the main visiting center shall stop promptly at 1340 hours to allow for proper boarding and travel time to each facility. Any visitor reporting to the main visiting center after 1340 hours shall be denied access to the property and the requested visit. All visitors shall arrive sixty (60) minutes prior to their scheduled visit to allow for visiting check-in procedures. Visitors shall bring their confirmation number/receipt and proper identification.

If a visitor arrives late, they shall immediately inform visiting personnel. Visiting personnel shall try to accommodate as best as possible to re-schedule the visit for a different time on the same day or another date/time. Approval is required by the visiting sergeant for any variation of the visiting hours depending on special circumstances or situations occurring at the various facilities. Late visits may be subject to cancellation.

Visitors shall be advised to coordinate visits with family and friends in order to avoid multiple visitors attempting to visit the same inmate. In the event multiple visitors are requesting to see the same inmate, and the parties cannot come to an amicable agreement as to whom will visit, the visiting sergeant shall make a determination as to who shall be allowed to visit. The sergeant shall ascertain each situation on its own merit; however, in most cases, an attempt to determine which visitor arrived first shall be made, and the visit shall be granted to that person(s).

#### VISITING RULES AND REGULATIONS

The goal of the main visiting center is to provide a comfortable and family-friendly atmosphere to the visiting public, while minimizing security risks. In this effort, the following rules and regulations shall be adhered to:

Only three **two (2)** visitors (**one [1] adult and one [1] child**), per inmate, shall be allowed. Infants in a carrier do not count as visitors. All other children shall be counted as a visitor.

- All adults shall have a valid, government-issued, picture identification.
- All visitors shall be driven by contracted buses to the facility housing the inmate they are requesting to visit (i.e., South, North, East, or NCCF).
- Cutting in line at any point of the check-in and visiting process may result in the requested visit being denied.
- Any unsatisfied visitor wishing to speak with a supervisor shall be immediately directed to the main visiting center sergeant. Any deviation from the entry guidelines shall be approved by the main visiting

center sergeant.

## CONTRABAND

Items considered contraband or a threat to the safety and security of the facility shall not be permitted beyond the metal detector room. Any attempt to bring contraband onto PDC property may result in that individual's visit being terminated. Any attempt to bring illegal items onto PDC property, regardless of the location, may result in the arrest of the individual(s) bringing in the illegal items. Signs are posted at the PDC entrance, and various other locations in the main visiting area, which state an individual is subject to search at any time, and for any reason, while on PDC property.

Items not permitted and considered contraband consist of, but may not be limited to, the following:

- Weapons such as firearms, knives, brass knuckles, tear gas/O.C. dispensers, and any object which may possibly be used as a weapon
- Alcoholic beverages or products of any kind
- Tobacco products of any kind
- Lighters, matches, or devices designed to ignite substances
- All electronic items, including, but not limited to cellular phones, cameras, recording devices, pagers, portable video games, and digital music players
- Glass objects or containers, including mirrors
- Sharp metal objects such as nail clippers, tweezers, nail files, or any other object which may be used as a weapon or pose a security risk (e.g., fashioned into an escape device or lock pick)
- Any form of identification card issued to the inmate
- Photographs of the inmate
- Photographs containing images of gang affiliation, nudity, or sexually suggestive poses

## DRESS CODE

Failure to dress in appropriate attire may be cause for denial of a requested visit. It shall be the responsibility of the visiting sergeant to determine the appropriateness of the visitor's attire. Any visitor denied a visit due to their attire shall be given the opportunity to return for the visit, upon dressing appropriately.

The following guidelines for appropriate dress shall be followed:

- Shoes and shirts shall be worn at all times
- Visitors may not wear pants in a sagging manner (below the hips), or in any manner that exposes the boxers/underwear. Pants shall not extend below the heel of the shoe
- Visitors may not wear clothing with slogans, pictures, or symbols which depict obscenities, vulgarity, racism, mutilation of humans or animals, sexual acts, or gang affiliation (i.e., graffiti or tagging)
- Visitors may not wear clothing that in any way reflects gang affiliation. Examples include:
  - A predominance of one particular color clothing and accessories meant to identify that person with a particular gang
  - Oversized clothing, tank top undershirts, or athletic jerseys
  - Baseball caps with gang initials, insignias, characters, or other indicators

- Rags or handkerchiefs tied around the head
- Visitors may not dress in immodest or sexually provocative clothing, which includes clothing that exposes undergarments or inappropriately exposes the body. Examples include:
  - Skirts or shorts worn above mid-thigh, strapless, midriff-exposing, or very low cut tops and blouses
  - Bra-less tops meant to emphasize the chest
  - Sheer, see-through clothing or lingerie
  - Beach or swimming attire
  - Clothing generally considered to be sleeping attire

## MINORS

Legal guardians shall be in possession of court documents confirming their guardianship status at the time of the visit.

Absent a legal guardian or parent, minors under eighteen (18) years of age who are not the inmate's legal spouse, or children, must have a notarized letter from their parent/legal guardian indicating whom they are allowed to visit and be in the company of an adult in order to visit an inmate.

All notarized letters allowing a minor to visit an inmate must contain the following information:

- The name and booking number of the inmate the minor is requesting to visit
- The relationship of the minor to the inmate
- The date of the visit
- The name of the adult accompanying the minor
- The name and contact information of the parent/legal guardian authorizing the minor to visit (Failure to provide a verifiable contact number may be cause to refuse the visiting request)

Upon prior request from an inmate, his minor children, over the age of twelve (12) years and under sixteen (16) years, may be permitted to visit unaccompanied by an adult with the prior approval of the facility's unit commander (CDM section 5-10/010.00).

Minors between the ages of fifteen (15) and seventeen (17) years old must possess a valid school or government issued form of identification, including, but not limited to:

- School identification card for current school year, or no more than the last completed school year
- Passport or immigrant visa
- State issued driver's license or identification card

Acceptable identification for minors must have a photograph of the minor and indicate the minor's name.

All U.S. born children under the age of fifteen (15) years must have with them, prior to the visit, a copy of their U.S. birth certificate or court order showing parents' names or legal guardians' names. Hospital issued birth certificates shall not be accepted.

All non-U.S. born children shall have with them a foreign passport with supporting documents (e.g., I-94 arrival/departure and U.S. immigrant visa, permanent resident card, or resident alien card).

Visitors under eighteen (18) years of age, and married to an inmate, are considered emancipated and do not have to be accompanied by an adult. However, proof of the marriage and proper identification is needed.

### VISITING CHECK IN PROCEDURES

All visitors requesting access to PDC for the purpose of visiting an inmate shall be security screened.

Visitors will enter the main visiting center security screening room and be processed in the following manner:

- Visitors shall empty their pockets and place all personal items into a holding box to be x-rayed. The box and all property shall be screened through the x-ray machine and examined by personnel before being returned to the owner.
- Visitors shall walk, one at a time, through metal detectors, to be screened. If the visitor cannot proceed through the detector without activating the sensors, a hand wand shall be used to identify the object causing the activation.
- Visitors will only be allowed to proceed when personnel are satisfied that no weapons or contraband are present in the visitor's property or on their person. If there is doubt as to whether contraband or weapons may be possessed by the visitor, a personal search, in compliance with Department procedures, shall be conducted.
- Visitors shall fill out a Visiting Request Pass, listing the name and booking number of the inmate they wish to visit. The pass will also include the names of all the visitors (including infants) wishing to enter the property and visit.
- Visitors shall then present themselves to the main visiting processing booth, present their valid identification, and their completed request pass.
- The processing booth personnel shall verify the inmate to be visited is housed at one of the PDC facilities and is eligible for a visit. If the inmate is clear to have a visit, a pass shall be issued.
- The pass shall be stamped in the upper left corner. The stamp shall include the date, number of people in the visitor's party, and the bus number assigned to the visitors. No visitors shall be allowed to be transported to any of the facilities without having this stamp on their pass. If a visitor arrives without the proper stamp, they shall be immediately transported back to the main visiting center sergeant's office. The sergeant shall determine how the person was able to gain access to the facility without the proper authorization.
- Visitors shall be directed to a waiting line where they shall board the contract buses transporting them to the various facilities. Visitors shall enter the bus loading lines at the rear of the line only. Sending family members ahead to hold a place in line is NOT permitted and shall be considered "cutting" the line. Any visitors found to have "cut" into line may have their visit revoked and be asked to leave the property.

Walk-in visits are welcome, but are available on a first come, first served basis and are subject to availability. Due to the high volume of visits, there is no guarantee of same day visits. Visitors shall be encouraged to register in the Inmate Video Visitation System (IVVS) prior to their visit in order to avoid delays and ensure availability.

### BUS LOADING AND UNLOADING

Transportation services for all visitors are provided by a chartered bus service. The chartered buses shall be the only means by which visitors will be transported to their respective facilities and back.

Personnel assigned to the bus loading area are responsible for monitoring the bus lines and directing the buses to specific facilities. They shall base their decision on how many visitors are waiting for each facility, as well as how long it has been since visitors were last sent. It is not necessary to wait until a bus can be filled in order to send visitors. Bus loading personnel should also be cognizant that the longer a facility waits to receive a bus, the more backlogged they become with visitors who have completed their visit.

Personnel shall continually roam and monitor the bus lines to ensure visitors stay in order, wait in line, and do not attempt to "cut" in line.

Buses will unload visitors near the "one way" revolving exit gate leading to the visiting center parking lot. Visitors are required to exit this gate. Personnel shall monitor visitors unloading from the returning buses and ensure they exit the facility.

#### MOBILITY-IMPAIRED VISITOR ACCOMMODATIONS

Mobility-impaired visitors shall be accommodated at all times. When checking into the main visiting center, all mobility-impaired visitors will shall be allowed to circumvent the general public line and enter the facility by way of the center metal detector corridor. Personnel assigned to the metal detector screening room shall ask all mobility-impaired visitors if they require any assistance with the rest of the check-in process. If an individual requires assistance, the visiting sergeant shall be notified and shall ensure the individual is assisted with the process.

Once checked into the facility, mobility-impaired visitors will shall present themselves to the visiting processing booth in the same manner as the general public.

Upon receiving their stamped pass, mobility-impaired visitors will shall be directed to check in with the bus loading deputies. The bus loading deputies shall allow the mobility-impaired visitors to position themselves at the front of the line where they can easily be contacted.

Service dogs under Titles II and III of the American Disabilities Act (ADA) are allowed to accompany visitors with disabilities. A service animal is a dog that is trained to do work or perform tasks for a person with a disability. Generally, Title II and Title III entities must permit service animals to accompany people with disabilities in all areas where members of the public are allowed entry. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function are to provide comfort or emotional support do not qualify as service animals under the ADA ([https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm)).

The main visiting sergeant shall determine the validity of any service animal and shall ensure the individual is assisted with the visiting process.

The main visiting sergeant or designee shall assist visitors who need help exiting the main visiting center by opening/closing the gate as needed for visitors with objects that will not fit through the turnstile exit (e.g., wheelchairs, strollers, service animals, etc.).

## CLOSING PROCEDURES

At 1340 hours, personnel assigned to the main visiting center shall stop processing appointments and ensure all visitors board their assigned buses as soon as possible. After all visitors have left the visiting center, the main visiting center shall be locked, secured, and searched. A search report shall be entered into the Custody Automated Reporting System (CARTS) and submitted to the visiting sergeant and watch commander. The PDC South Facility Citizen's Commission on Jail Violence (CCJV) sergeant shall report to the main visiting center to ensure all visitors have access to exit the center after it is closed.

The G-7 personnel shall monitor and provide security at the main visiting center exit and open/close the gate as needed for visitors with objects that will not fit through the turnstile exit. The G-7 unit shall remain at this post until relieved face-to-face by the PDC roving patrol (Adam) unit (i.e., PM shift Adam 7).

Between 1430 and 1500 hours, Adam 7 personnel shall continue monitoring the exit and opening/closing the gate until all visitors have finished their visits and exited PDC property. Once all buses have dropped off visitors, and all visitors have exited the main visiting center, Adam 7 personnel shall contact each facility's main control by telephone to verify no visitors are left behind.

The CCJV sergeant and Adam 7 personnel shall verify all visitors have exited PDC property and each facility has verified no other visitors remain before the main visiting center exit gate is locked and secured. The CCJV sergeant shall notify the PDC South Facility watch commander that the main visiting center is closed and secure. The watch commander shall document in the "Watch Commander Shift Summary" log that the main visiting center is closed, all visitors have left the property, and the main visiting center is secured.

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## **• • 5-06-060 Public Information Plan**

**Reference:** CCR Title 15, Article 4, section 1045;

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### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for establishing and maintaining a public information plan.

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### **SCOPE OF ORDER:**

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

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### **ORDER:**

PDC South Facility shall establish and maintain a "Public Information Plan" that will be accessible for review at

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any time by any member of the general public. A digital copy shall be maintained in the PDC South Facility share files in the following location: [REDACTED TEXT] and a printed hard copy shall be maintained at South Facility operations, visiting and main control.

The Public Information Plan shall be reviewed annually and updated as necessary.

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## **• Section 7 - Inmate Classification, Processing, and Screening**

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### **• • 5-07-010 Outgoing Court Line - EM Shift**

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

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

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

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

#### **ORDER:**

The early morning (EM) shift watch deputy shall be responsible for preparing and coordinating daily court lists. The watch deputy shall retrieve the facility court list by accessing the Defendant Inmate Movement Management System (DIMMS) report, which is made available at 0001hrs. A Justice Data Interface Controller (JDIC) teletype from Inmate Reception Center (IRC) will be received at 0100 hours, indicating which inmates will be going to court. The watch deputy shall compare the JDIC teletype with the DIMMS report to identify any discrepancies and/or changes in the court list.

After retrieving the DIMMS report at 0001hrs, the EM watch deputy shall check the housing location of all the inmates listed to ensure they are housed at South Facility.

After determining which inmates need to be on the court list, the watch deputy shall prepare a master court list. The master court list shall be distributed to the inmate processing area (IPA) personnel and the in/out shack. A copy of the master court list shall be faxed to Correctional Services Transportation (CST) North [REDACTED TEXT] as soon as possible to arrange transportation. After distribution of the master court list, the watch deputy shall prepare compound court lists and ask for a rover to deliver them to each individual compound.

Compound officers shall wake up the inmates whose names are on the court list for their compound. Personnel shall not wake or disturb inmates whose names do not appear on the court list. Once all inmates from each compound are awake and ready for court, they will be escorted to the IPA and prepared for transportation to court.

Once all inmates have arrived at the IPA and are ready for transportation to court, IPA personnel shall place them in the appropriate holding areas next to the CST sally port. If any inmates who have court appointments are not present at the IPA, IPA personnel shall notify the respective compound officer(s) to locate the missing

inmate(s). Once located, any missing inmate(s) shall be immediately escorted to the IPA by compound personnel.

If an inmate's name is on the court list and they refuse to attend court, they shall be sent to disciplinary housing for delaying operations. Compound personnel shall read the court refusal admonition to the inmate and have them sign a court refusal form. These forms can be found in the following South Facility share folder: [REDACTED TEXT]

The reading of the admonition and signing of the court refusal form shall be video recorded and a copy of the video shall be placed in the following South Facility share folder: [REDACTED TEXT]

A copy of the court refusal form shall be delivered to the IPA deputy so he can give it to CST personnel picking up the inmates with court appointments. The original court refusal form shall be delivered to PDC South main control [REDACTED TEXT] for filing. South [REDACTED TEXT] shall fax the court refusal form to the IRC sergeant's office at [REDACTED TEXT]

During the following day shift, South [REDACTED TEXT] shall contact the court requesting the inmate and notify them of the refusal. If the court advises the inmate is required to attend court, extraction procedures shall apply. See Custody Division Manual (CDM) 7-01/050.00, "Inmate Extractions" through 7-02/000.00, "Planned Use of Force for Inmates with Special Needs."

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## **• • 5-07-020 Processing Release Lines**

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures to be followed, by each shift, in processing release lines.

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### **SCOPE OF ORDER:**

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

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### **ORDER:**

PDC South Facility houses inmate workers who work outside PDC South Facility boundaries. This creates constant movement of inmates into and out of the facility [REDACTED TEXT]. Due to this movement, [REDACTED TEXT], PDC South Facility shall not process outgoing lines on AM shift, without the approval of the watch sergeant.

[REDACTED TEXT]

### **OUTGOING LINE PROCEDURES**

The EM, AM, and PM shift watch deputies shall be responsible for developing and distributing the daily outgoing/release line list. Throughout the day, various inmate transportation request teletypes are received via the Justice Data Interface Controller (JDIC). These teletypes can range from releases, state custody transfers, Immigration and Customs Enforcement (ICE), parole hearings, and programs like rehabilitation. All of these teletypes shall be collected and saved for the PM shift watch deputy. The PM shift watch deputy shall be responsible for reviewing these teletypes and creating an outgoing line list. Any emergency, bond, or time sensitive release teletype shall be handled on a case-by-case basis, in accordance with Department policy.

The outgoing line list shall be created using the outgoing entry form located in the following PDC South Facility share file:

[REDACTED TEXT]

The master file, if used correctly, will provide a breakdown of the total number of inmates leaving PDC South Facility by barrack, as well as give a total inmate count on the outgoing line.

The PM shift watch deputy shall verify that the inmates are housed at PDC South Facility and add the inmates' information to the outgoing line list form. [REDACTED TEXT]

In assigning disposition codes, the watch deputy should use the following guidelines:

[REDACTED TEXT]

#### DISTRIBUTION OF THE OUTGOING LINE LIST

Once finalized, a copy of the outgoing line list shall be emailed to the IPA personnel, laundry personnel, range personnel, and PDC ranch kitchen personnel. IPA personnel will be responsible for printing the outgoing line list and distributing a breakdown of individual barrack lists to each respective compound. IPA personnel shall keep an official copy of the list in the IPA and give one copy to each of the transporting Court Services Transportation (CST) crews.

#### PROCESSING OUTGOING LINES

When IPA personnel are ready to process the outgoing line, they shall make an announcement to the facility, instructing which compounds are to escort their outgoing inmates to the IPA. Line personnel shall call out inmates by their name and booking number and verify the inmates' identity by checking their wristband. Once the inmates arrive at the IPA, the IPA personnel shall be responsible for the following:

- Verifying and comparing each inmate's wristband information to the information on the outgoing paperwork
  - If there are any discrepancies, IPA personnel shall immediately notify the watch deputy
  - The watch deputy shall make the final determination as to the inmate's correct booking number
  - If the inmate needs a new wristband, IPA personnel shall replace the wristband before the inmate leaves the facility
- Conducting a search of the outgoing inmates and their property and confiscating all jail issued linen, mattresses, jackets, beanies, thermals, boots, shoes, jackets, and books

- Escorting all outgoing inmates to the CST holding area and preparing them for the arrival of CST
  - All inmates shall be separated according to classification and security concerns
- Conducting a physical count of the inmates (this count should match the number of inmates on the outgoing paperwork)
- Ensuring all paperwork is in the possession of inmates being transferred for the following reasons:
  - Medical – inmates being transferred for medical reasons shall possess a transfer envelope, prepared by medical staff, containing all applicable paperwork and a signed, original copy of any medical or mental observation forms
  - Reclassification – reclass transfers, sent via CST, shall require a teletype issued by IRC classification (this is issued once IRC classification, or a supervisor, has approved the electronic Special Handle Request)
  - Discipline – disciplinary transfers, sent via CST, shall require all paperwork to be faxed to Central Housing Unit (CHU) North, who shall assist PDC South Facility with discipline housing at MCJ (CHU North will issue a transfer teletype for the inmate and coordinate with CHU South to ensure IRC properly routes the inmate(s) to MCJ discipline)
- Posting a copy of the outgoing paperwork on a clip board located in the IPA office (this copy will contain the transporting CST crew number, the number of inmates taken, and all inmates removed [scratched] from the outgoing line)

The watch deputy shall be notified of any changes made to the outgoing line, make the appropriate log entry and adjust the facility count sheet. All inmates on the outgoing line shall be updated to “SOIR” on the [REDACTED TEXT]

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### **• • 5-07-030 Inmate Inventory Audit**

**REFERENCE:** CDM Section 3-07/000.00, Automated Justice Information System (AJIS) Inmate Inventory Audit

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

The purpose of this order is to establish guidelines for ensuring that inmates of high security levels are identified and transferred to an appropriate facility in a timely manner to reduce the likelihood of escapes.

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

This order applies to the designated Prisoner Personnel Office (PPO) officer, A.M. shift watch deputy, and desk officers at Pitchess Detention Center (PDC) South Facility.

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**ORDER:**

The designated PPO Officer will be responsible for purging the recent Automated Justice Information System (AJIS) inmate bail and location inventory daily. The officer will check for security discrepancies such as:

- No Bails
- High Bails, \$500,000 or higher
- Security Level 7 or higher
- Keep-aways other than K-3

The PPO Officer shall prepare a list of inmates who are identified as security violations and give the list to the on-duty watch deputy. The watch deputy shall arrange for the transfer of all listed inmates to an appropriate facility based on their security and/or classification level.

The watch deputy shall check the AJIS System Information (SI01) and Movement Control (MC01) screen to verify the information.

The A.M. shift watch deputy will be responsible for compiling the purge list on weekends, holidays, and other days when the PPO Officer is not on duty.

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**• • 5-07-040 Inmate Demographics Procedures**

**REFERENCE:** CDM 3-08/000.00

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**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures to be followed by facility personnel to maintain a balanced demographics of inmates housed at the facility.

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**SCOPE OF ORDER:**

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

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**ORDER:**

It shall be the goal of this facility to maintain, as close as possible, the same demographic balance in the living areas of the general population inmates at South Facility.

Maintaining this demographic balance is essential for staff safety, inmate safety and welfare, as well as facility

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security.

## RESPONSIBILITIES

### EARLY MORNING SHIFT

The Watch Deputy and/or Desk Officer is shall be responsible for creating the demographic report. Once the report is completed, one copy shall be filed in the filing cabinet at the South Facility desk area and one copy is given to the EM Watch Commander.

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## **• • 5-07-050 Reclassification Transfer Request**

**REFERENCE:** CDM Section 5-01/010.00

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### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for inmate reclassification transfers.

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### **SCOPE OF ORDER:**

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

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### **ORDER:**

The Population Management Bureau (PMB) is responsible for making decisions regarding inter-facility transfers of inmates. Each unit has the prerogative of moving inmates to other facilities for a variety of reasons, including but not limited to, discipline, medical treatment, security reason, etc.

The authority to make these decisions rests with the unit commander and their designated representatives, usually the watch commander.

All personnel who have requested that an inmate be relocated from this facility to another facility for reclassification, will complete an electronic Special Handling Form, which is accessible on the intranet, accompanied with a Transfer Request form. The watch sergeant or watch commander's approval is required prior to any movement. These forms, along with the inmate's classification papers, will accompany the inmate to their new facility. These documents shall include a complete set of all reports relating to that transfer (e.g., discipline, medical, information reports, etc.) and shall in every instance accompany the inmate back to the Inmate Reception Center (IRC); Attention: Population Management Bureau.

Once the Reclassification paperwork has been approved by the PMB, the inmate's Automated Jail Information Screen (AJIS) will be updated. Main Control will then contact the Central Housing Unit (CHU) – North Office, to issue a teletype for transfer.

An Adam Unit or first available transport will then transfer the inmate to the facility that was designated by PMB.

#### RESPONSIBILITIES OF LINE PERSONNEL

- The reclassified inmate MUST be secured and separated from the General Population.
- Line Personnel must complete a Special Handling Form and an IRTS (Inmate Report Tracking System, if applicable).
- Watch Sergeant or Watch Commander approval is required.

#### RESPONSIBILITIES OF DESK PERSONNEL

- IRC and PMB must be notified of the requested reclassification.
- After ALL necessary paperwork has been approved and AJIS has been updated, CHU - North will be contacted for the issuance of a teletype and determine the new housing location.

The inmate will then be transferred to their new housing location via Adam Unit or first available transport. All required paperwork must accompany the inmate during their transfer to the next facility.

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### **• • 5-07-060 Inmate Lower Bunk Assignment Status**

**REFERENCE:** CDM 5-03/045.00, "Inmate Lower Bunk and Lower Tier Assignments"

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

The purpose of this order is to establish procedures for inmates being assigned to a lower bunk based on a medical need.

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

This order applies to all deputy and custody assistant personnel assigned to or working at Pitchess Detention Center.

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#### **ORDER:**

Any inmate claiming he needs to be assigned to a lower bunk due to a medical condition shall be referred to

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Correctional Health Services (CHS) personnel at the South Facility Clinic for verification of the medical need. Once CHS staff determines an inmate has a medical need to be assigned to a lower bunk, they will notify custody personnel. Custody personnel shall assign the inmate to a lower bunk and email the Population Management Bureau (PMB) Classification Unit at [REDACTED TEXT] PMB classification personnel will update the inmate's Automated Justice Information System (AJIS) Inmate Classification IC10 and IC12 screens for tracking the lower bunk assignment status. Only MSB personnel will determine and validate the status of an inmate that needs to be assigned to a lower bunk, not custody personnel. In the event an inmate claims they require a lower bunk, custody personnel assigned to the inmate's housing area shall verify the inmate's lower bunk status on the IC10 and IC12 screens in AJIS.

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## **• • 5-07-070 Inmate Kitchen Worker Screening**

**Reference:** CCR Title 15 Section 1230

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### **PURPOSE OF ORDER:**

The purpose of this order is to establish protocols guidelines for the screening of inmates who workers in the kitchen area work in the Pitchess Detention Center (PDC) ranch kitchen/officers' dining room (ODR) and PDC South kitchen/inmates' dining room (IDR).

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### **SCOPE OF ORDER:**

This order applies to all personnel assigned to and working at PDC South Facility, more specifically the classification officer, nursing staff, and all personnel assigned to work in the ODR and IDR.

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### **ORDER:**

Section 1230 of Title 15 of the California Code of Regulations (CCR) requires the screening of food handlers.

ODR and IDR security personnel are responsible for hiring inmates on an as needed basis. Inmates identified as potentially being suitable for work in either the ODR or IDR will, prior to performing any work, be taken for examination and screening by the South Facility clinic nursing staff and classification officer.

This inspection consists of a visual inspection of all inmates for signs of scars, infections, or rashes and includes inspection for general cleanliness and hygiene. Secondly, the nursing staff will question the inmates on past and present medical illnesses including hepatitis. Any inmate who does not pass the culinary inspection will not be allowed to work in the kitchen area. There shall be no exceptions to this order, under any circumstances.

As part of the culinary inspection, the classification officer shall screen each inmate as outlined in South

Facility unit order 5-08-090, Classification Guidelines for Outside Inmate Workers. Additionally a review of each inmate's medical screening information for any pre-disclosed condition which would prevent them from working in the kitchen shall be made.

An inmate will not be considered to have passed a culinary inspection until all of the above has been completed. If an inmate, currently working in either the ODR or IDR complains of illness, infection, injury or any other malady, they shall be immediately removed from the culinary line and not allowed to return to work until they are re-screened and cleared for return.

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## **• • 5-07-080 Inmate Classification and Job Placement**

Reference: CDM 5-01/020.00, CDM 5-01/025.00 Custody Services Division 13-004

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### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the placement of inmates to work positions at Pitchess Detention Center (PDC) South Facility.

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### **SCOPE OF ORDER:**

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

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### **ORDER:**

Inmates are screened and classified by Population Management Bureau (PMB) personnel. PMB determines which facility each inmate will be assigned to. Upon arrival at South Facility, inmates are screened by the watch deputy, as well as the South Facility classification officer to determine suitable housing. PMB and the inmate's housing facility shall maintain records pertaining to housing, discipline, and medical information.

South Facility utilizes inmate workers to assist with the maintenance and other functions necessary to facilitate the operations of a jail. Qualifications for these jobs vary based on each individual job. All inmates will be screened and before they are considered for each position. The assignment of inmate workers at South Facility is conducted by the South Facility classification officer. Following an extensive and thorough check of an inmate's criminal history, inmates who meet the screening criteria will receive job placement and a housing assignment respective to their jobs.

Assignment of inmates to specific jobs (e.g., kitchen, laundry, gardening, etc.) is at the discretion of the personnel in charge of those specific vocations.

Title 15 requires that all food handlers and kitchen workers be medically screened by Medical Services

Bureau (MSB) staff (refer to South Unit Order 5-08-070).

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**• • 5-07-090 Classification Guidelines for Outside Inmate Workers**

**Reference:** CDM 5-01/010.00, 5-01/020.00; Custody Services Directive 13-004

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**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the classification of outside inmate workers.

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**SCOPE OF ORDER:**

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

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**ORDER:**

South Facility classification shall follow the below listed guidelines when classifying outside inmate workers:

- Review daily incoming transfer lines in order to identify all inmates who are fully sentenced. Confirm sentencing and security status through the Automated Jail Information System (AJIS)
- Eliminate all inmates with bails or fines of \$35,000 or more, and any disqualifying arrest charge(s)
- Ensure that inmates charged with the following Penal Code offenses are excluded as outside inmate workers:

187, 203, 205, 208, 207, 211, 215, 243(b), 243(c), 243.4, 245, 245C, 261, 288, 286, 289, 290, 311.1(a), 311.2(a)(b)(c) 314, and 647.6(a-d) PC

- The following Penal Code sections shall be considered charges of concern:

191.5, 192, 243(e)(1), 261.5, 273d, 273.5, 273.6, 368, 405, 422, 451, 646.9, 853, and 1203 PC

NOTE: Inmates with charges of concern may still be considered for outside work if certain circumstances exist (i.e., length of time for the charge, circumstances surrounding the charge, etc.). The hiring of these inmates is at the discretion of classification personnel after their investigation has been completed.

**CRIMINAL HISTORY AND INMATE INFORMATION CHECKS**

- In AJIS, run each inmate worker candidate in the SI01 screen, and check their release date, court dates, sentence status, and holds.

- Run each candidate in the IC10, IC12, IC01 and IC02 (pre-disclosed medical issues) screens to verify their security level, work release program status, special handling code, employment history, home address, additional information, and if there are any special comments concerning the inmate. Also, obtain the inmate's Criminal Identification Information (CII), Federal Bureau of Investigations (FBI), Social Security, and California Driver License number from this screen.
- Run each inmate's CII number in the Regional Allocation of Police Services (RAPS) 1 class screen, FBI, Juvenile Automated Index (JAI) –for inmates who are ages 26 or less, and Consolidated Criminal History Reporting System (CCHRS). Review rap sheets and disqualify any candidates that do not meet the qualifying criteria (i.e., violence, escape, weapons or drugs in custody, etc.)
- Run final candidates for outstanding warrants prior to assignment in the IC01 screen for information and the JDS ISOP MENU for possible warrants. Inmates with warrants less than \$35,000 can be allowed to work on outside work crews.

Inmates who meet the hiring criteria and are cleared, will be placed on a list to be moved on the same day to an appropriate housing location.

The next morning, all work crew lists are to be re-checked to confirm the inmate's sentence status, security level, and to confirm the inmate's current housing location.

Any inmate who leaves the facility shall have his record reviewed to ensure no disqualifying charges, convictions, or information have been added to their records.

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## **• • 5-07-110 Alleged Juveniles in Custody**

**Reference:** CCR Title 15 Section 1144, CDM 5-02/020.00

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### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the identification and temporary housing of alleged juvenile inmates, in accordance with state law.

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### **SCOPE OF ORDER:**

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

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### **ORDER:**

State law prohibits the housing of juvenile inmates in any location where contact with adult inmates could occur.

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If an inmate housed at PDC South Facility claims to be a juvenile (a person under 18 years of age), or independent information indicates such, the alleged juvenile inmate shall immediately be segregated from all adult inmates, and the watch commander shall be notified.

A teletype will be sent to the Inmate Reception Center (IRC) so the alleged juvenile inmate can be transferred. The IRC watch deputy shall be contacted by telephone and advised of the alleged juvenile inmate, who shall be transferred to their facility.

The alleged juvenile inmate shall be transported, via radio car, with extreme priority, to IRC. Under no circumstances shall the juvenile be left in the housing area or among adult inmates.

In accordance with Custody Division Manual (CDM) section 5-02/020.00, all alleged juvenile investigations shall be conducted by IRC.

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## **• Section 8 - Inmate Programs, Services, and Rights**

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### **• • 5-08-010 Inmate Services Functions**

**Reference:** CDM 5-13/050.00, 5-13/080.00, 5-13/090.00, 5-13/140.05

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

The purpose of this order is to establish guidelines and procedures for services provided to the inmate population housed at Pitchess Detention Center (PDC) South Facility.

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

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

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#### **ORDER:**

The Inmate Services Office will answer questions regarding release dates, court appearances, sentence computations and/or holds, as well as provide various forms; i.e., Work Furlough, or Applications, Cop-out sheets, etc. The Inmate Services Officer has the responsibility of updating the Inmate Services bulletin board that exhibits various forms, explains how and where an inmate may acquire them, and lists the court addresses for the various courts throughout the state of California. Inmate Services is also responsible for distribution of inmate mail.

Inmate Services will be responsible for determining inmates who are indigent and eligible for a free personal

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hygiene kit. A supply of personal hygiene kits are stored in Barrack 40 Inmate Services Office, and are distributed to inmates who qualify as indigent.

Personal hygiene kits consist of the following items:

- One (1) Small Comb
- One (1) Razor
- One (1) Small Toothbrush
- One (1) Small Tube of Toothpaste
- One (1) Small Bar of Soap
- Four (4) Packets of Shampoo
- Four (4) Packets of Conditioner
- Four (4) Packets of Deodorant

Inmates who are deemed indigent will also be issued:

- One (1) Mailing Envelope
- One (1) Sheet of Stationary
- One (1) Small Pencil

Postage stamps are available for indigent inmates through Keefe Corporation Commissary.

Inmate Services dispenses free haircuts to indigent inmates. If an inmate is indigent, he is eligible to receive these free items every two weeks. The Inmate Services Officer will verify the question of indigence by processing all requests for free items through the Department's Intranet site to examine the inmate's financial status. The request will be returned as soon as possible.

Inmate services are conducted Sunday through Friday on AM and PM shift. The following services are provided:

- Dispense free haircut tickets, and respond to all inmate requests regarding court dates, release dates, etc
- Distribute inmate mail
- Provide legal forms and instructions for processing same
- Provide voter registration information and forms
- Provide indigent inmates with personal hygiene kits

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## **• • 5-08-020 Inmate Television & Movie Procedures**

**Reference:** CDM 3-17/000.00

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the use of the television by the inmates at South Facility.

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**SCOPE OF ORDER:**

This order applies to all personnel assigned to South Facility.

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**ORDER:**

The television at the Main Control Desk controls the televisions located in the inmate barracks throughout the facility. The operation of the television, video cassette recorder (VCR) and/or DVD-R shall be the responsibility of the Watch Deputy. The Watch Deputy shall ensure that the television in the inmate barracks shall be on at all times, daily from 0800-2300 hours, with the following exceptions:

- Inmate count
- Inmate feeding
- An inmate disturbance

The television may be turned off with the approval of the Watch Sergeant for the following reasons:

- Any significant incident as defined in the Custody Division Manual, Section 4-02/00
- Any unusual occurrence

The programming for televised entertainment will be scheduled weekly by Inmate Services and will be monitored by the respective shift sergeant and Inmate Services Sergeant to ensure the schedule is being adhered to. The Watch Deputy shall post the schedule at the Main Control Desk.

All programming shown shall comply with CDM 3-17/000.00, with strict adherence to the following:

Department members are prohibited from bringing in, viewing, or playing any of the following movies, while on-duty, within a County facility, bus, or vehicle:

- Any movie rated "X" or "NC-17"
- Any "R" rated movie, with the exception of those movies provided under \_\_\_\_\_ contract, by Swank Motion Pictures Inc., which have been edited for viewing in a custodial environment
- Any movie that contains material of a sexually explicit nature
- Any movie that has not been rated by or approved for production by the Motion Picture Association of America (MPAA)
- Any unrated version of a movie that was formally rated by the MPAA
- Any unlicensed, "bootlegged", or otherwise illegally recorded copy of a movie
- Any television recordings, home-made videos, or movies not licensed for public viewing

The Watch Deputy shall be responsible for strictly adhering to the posted schedule. Any deviation in the

scheduled programming requires the permission of the on-duty Watch Commander.

All Watch Sergeant and Watch Commander shall be responsible for monitoring the use of the inmate television on a continual basis.

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## **• • 5-08-030 Inmate Purchased Clothing**

**Reference:** CDM 5-06/010.05

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### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the use of inmate clothing purchased through the Keefe Corporation.

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### **SCOPE OF ORDER:**

This order applies to shorts inmates are permitted to independently purchase through the Keefe Corporation. Any future articles of clothing added to the Keefe Corporation inmate canteen list will be cause to further amend this order.

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### **ORDER:**

Inmates will be allowed to possess a maximum of two (2) pairs of shorts.

Any inmate who purchases Department approved shorts, through the Keefe Corporation, will be permitted to wear those shorts in the following areas:

- Inside all inmate housing areas (barracks)
- While walking from / to the housing areas to / from the outside recreation area
- While in the outside recreation area

Shorts shall be worn in an appropriate manner, secured at the waist area, and should not be in disrepair. Inmates who wear this attire in a manner contrary to this unit order will be subject to discipline. NOTE: These shorts are considered the inmate's personal property and will not be confiscated due to violations.

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## **• • 5-08-040 Inmate Movie Loan Program**

**Reference:** CDM 3-17/000.00

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**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the regulation of inmate video media.

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**SCOPE OF ORDER:**

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

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**ORDER:**

Upon request, PDC South Facility may receive 5 Video Home System (VHS) videotapes or 5 Digital Versatile Disc (DVD) movies per week. These movies are provided by the Inmate Services Bureau (ISB), located at the Sherman Block Building for inmate viewing.

The movies may be exchanged weekly and inventoried daily by the watch deputy.

The watch deputy shall be responsible for the security, control and inmate viewing of the movies.

These movies are the property of the ISB and shall not be loaned to anyone for personal use.

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**• • 5-08-050 Inmate Recreation and Exercise Procedure**

**Reference:** CCR Title 15 Section 1065; CDM 5-13/120.00

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**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for providing inmates with access to recreation and exercise.

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**SCOPE OF ORDER:**

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

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**ORDER:**

Per Title 15, inmates are to receive a minimum of three (3) hours of exercise and recreation over a period of seven (7) days.

The inmate recreation yard is the only area at South Facility designated for general population (GP) and inmate worker exercise. It will be open for inmates to use on a pre-scheduled basis, and is subject to closure due to security concerns, inclement weather and operational needs.

Pull-up/dip bars have been installed in each designated MERIT, EBI, and BOT barrack for inmates to use.

The activities of the inmates in the recreation yard will be supervised by the assigned Title 15 yard deputy. The Title 15 yard deputies will refer to the posted, pre-determined inmate recreation yard schedule (see Attachment A), which will be revised on an as-needed basis by the Title 15 sergeant. Inmates scheduled to receive recreation for a particular day will be escorted by the Title 15 yard deputies to and from their respective compound.

In the event any pre-scheduled yard time is cancelled for any reason (e.g., inclement weather, major disturbances, escapes, etc.), and it creates a deficit in the required three (3) hour allotment, every effort shall be made to reschedule those inmates during the next available yard time. The on-duty watch commander shall immediately be notified as to the reason for the cancellation. The Title 15 yard deputy will then immediately document the reason for the cancellation and the name of the watch commander notified in the Uniform Daily Activity Log (UDAL).

Based upon the availability of staffing and security, the inmate recreation yard may be opened during non-scheduled days and/or hours to meet weekly Title 15 compliance requirements.

The PDC South Facility inmate recreation yard provides the following athletic activities:

- Volleyball
- Exercise bars
- Jogging
- Soccer
- Basketball

**INMATE RECREATION YARD SECURITY**

The AM shift supervising line deputy, in conjunction with the Title 15 deputies, shall inspect the interior fence line of the inmate recreation yard each day prior to its opening. The Title 15 deputies will identify, document and remedy any potential security problems before allowing inmates to access the inmate recreation yard.

The Title 15 yard deputies shall be responsible for providing security for inmates utilizing the inmate recreation yard. The Title 15 yard deputies shall conduct random security walks while inmates are in the yard. The Title 15 yard deputies shall request an available compound rover to provide visual security and monitor their activity during the walk.

The Title 15 yard deputies shall conduct and document random searches of inmates throughout their shift.

The Title 15 yard deputies will be responsible for enforcement of jail rules violations of inmates in the yard, including "red line" violations regarding inmates loitering on the yard's interior fence line.

All recreation yard activities and/or incidents, including Title 15 compliance, security checks, random inmate searches, inmate injuries, criminal activity, jail rule violations, disturbances, and use of force shall be documented on the Yard Compliance Tracker (see Attachment B).

#### ADDITIONAL SECURITY

The assigned Title 15 yard deputies will make a radio broadcast over his/her Department issued radio, announcing that the inmate recreation yard will be occupied by a particular compound of inmates.

When the eagle towers positions are staffed, deputies assigned to the towers shall pay particular attention to all fence lines while the inmate recreation yard is in operation.

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### **• • 5-08-060 Barbershop Operation**

**Reference:** California Code of Regulations (CCR) Title 15 Section 1267

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

The purpose of this order is to establish procedures for the operation of the facility barbershop and the disbursement of free inmate haircut tickets.

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

This order shall apply to all personnel assigned to and working at Pitchess Detention Center (PDC) South Facility, with special attention to custody assistants assigned to Inmate Services.

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#### **ORDER:**

Per California Code of Regulations (CCR) Title 15, inmates, except those who may not shave for reasons of identification in court, shall be allowed to shave daily and receive hair care services at least once a month. Inmates selected to perform barbering services will be trained and educated in basic hygiene and cleanliness by Inmate Services staff. Inmate Services staff will maintain a posted roster of inmates who have met these requirements. The requirements include how to properly sterilize barbering equipment and general cleanliness standards. Proper attire will be worn by inmate barbers. A daily inspection of the sink for hot water will be checked by Inmate Services staff.

Barbers are classified as inmate workers and do not earn income for inmate haircuts; however, they shall be

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compensated for performing haircuts for department personnel. Personnel shall purchase a haircut "chip" from the watch commander or from Inmate Services for \$2.00 per chip. The funds will be collected by the Inmate Service Supervisor at the end of each work week. These funds will be placed on the inmate worker's spending account, for subsequent deposit to the barber's trust account.

Under no circumstances will staff "trade" food or other items for a haircut. All services will be compensated for in the manner described above, without exception. At the end of each work week, a report documenting the total number of paid haircuts and indigent haircuts performed will be given to the Inmate Services Supervisor.

The barbers will report to assigned Inmate Services personnel, who shall supervise them at all times while barbering. Haircuts will be offered by barrack, in a continuously rotating order. Inmate Services shall be responsible for logging which barracks have been offered haircuts to ensure no barrack is skipped, before beginning the rotation again.

Inmates who are eligible and want to go to the barbershop to receive a haircut will be escorted to the barbershop and supervised at all times by Inmate Services personnel.

Inmates deemed eligible to receive haircuts are those who possess a valid haircut ticket that has been purchased or issued due to being indigent.

The Inmate Services officer shall obtain haircut tickets from the warehouse for disbursement to indigent inmates. The Inmate Services officer will verify the question of indigence by accessing and reviewing the requesting inmate's trust account through the "Inmate Balances" query on the intranet. If the requesting inmate is determined to be indigent, a haircut ticket will be issued.

Haircut tickets for non-indigent inmates will be sold by commissary services on a weekly basis.

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## **• • 5-08-070 Inmate Mail Correspondence**

**Reference:** MPP 5-03/190.00, 5-03/190.25, 5-03/195.00, CDM 5-06/010.00, 5-06/070.00, 5-06/080.00;  
CCR TITLE 15 Sections 1063 and 1083(h)

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### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the handling of incoming and outgoing inmate mail.

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### **SCOPE OF ORDER:**

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

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**ORDER:**

PM shift inmate services personnel shall be responsible for all incoming and outgoing inmate mail. When handling inmate mail, all rules and regulations set forth in Section 5-06/070.00 through 5-06/090.00 of the Custody Division Manual (CDM) shall be adhered to.

Outgoing Mail

Inmates shall place all outgoing mail in the inmate mailbox, located in front of Barrack 30. Envelopes shall be placed in the mailbox, unsealed, for security screening. Inmate services personnel shall collect mail on a daily basis, on PM shift.

All outgoing mail shall be checked for contraband, appropriate postage, proper addressing, and protocol. Inmate services personnel shall personally deliver the mail to the PDC main gate by 1700 hours for pick up.

Incoming Mail

Incoming mail shall be dropped off at the in/out shack by the PDC South Facility law enforcement technician (LET) at approximately 1400 hours. The LET shall log the date and time into the mail log kept at the in/out shack.

Inmate services personnel shall retrieve all incoming mail from the in/out shack, separate and inspect it. Inmate services personnel shall separate out all legal mail and check all routine correspondence for contraband. All magazines shall be checked for appropriateness of content.

Once the mail is separated and searched for contraband, inmate services personnel shall deliver all mail correspondence, minus legal mail, to the compounds. All mail delivered to the compounds shall be distributed during AM and PM shift by compound personnel. Mail which is determined undeliverable because the inmate is no longer housed at South Facility, at work, at court, or not responding to personnel (e.g., in shower/restroom etc.) shall be rerouted immediately back to inmate services for further processing. Mail shall not be placed in drawers, cabinets or left unattended at the officer staff stations.

Legal Mail

Legal mail shall be collected and distributed by inmate services personnel. All outgoing legal mail shall be searched, sealed, and initialed per CDM procedures. All incoming legal mail shall be processed per CDM procedures.

Confidential Correspondence

A confidential correspondence is defined as any inmate correspondence with State and Federal courts, an active member of any State Bar Association, holder of public office, the State Board of Corrections, the unit commander or any official of the Sheriff's Department.

- Personnel shall not read confidential correspondence but shall have the inmate display the contents of the envelope to ensure that no money or contraband is enclosed.
- There shall be no limit to the number of pieces of confidential correspondence sent by an inmate.

### Contraband Received In The Mail

Plastic cards, combs, and pornographic photos or images are considered contraband. Inmates shall respond to the inmate services office to mail home or destroy any contraband found in their mail.

### Limitations On Mail

There is no limitation on the number of personal letters received or sent by an inmate. However, all inmate property, including mail and store items, must fit inside one (1) "new generation inmate property bag." Any amount of correspondence or photographs in excess shall be considered contraband and sent home, or disposed of without compensation, by the inmate.

Permission to write other incarcerated persons, in any institution (County, State, or Federal), is not required. Other institutions may return mail if not in compliance with their rules.

Any "suspicious mail" shall be brought to the attention of the watch commander and shall be processed at his/her direction.

Inmate mail shall not be read by personnel unless there is a valid security reason to justify such action and the unit commander approves.

### Indigent Mail

Inmates who do not have money in their account shall be permitted to request indigent kits from commissary. Commissary shall check the validity of the inmate's request and check the inmate's account. An indigent kit shall be provided which will include writing material. If the inmate receives money on their account during their incarceration, the money shall be deducted appropriately.

### **Revision Date 06/26/20**

**09/25/95 SOUF**

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## **• • 5-08-080 Newspapers, Books, and Periodicals**

**Reference: CDM 5-06/030.00**

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### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the distribution of newspapers, books, and periodicals to inmates housed at Pitchess Detention Center (PDC) South Facility.

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### **SCOPE OF ORDER:**

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

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**ORDER:**

**NEWSPAPERS**

The Daily News and La Opinion are delivered to PDC South Facility daily. The AM utility crew shall ensure each barrack receives enough newspapers.

**BOOKS AND PERIODICALS**

Inmates shall be permitted to purchase and receive through the U.S. Mail, any book, newspaper, or periodical accepted for distribution by the U.S. Postal Service provided that:

- The publication is not available through the regular Jail Library or vendor services
- The publication is mailed directly from the publisher, bookstore or originates from an approved vendor or distributor
- The publication does not have a hard cover
- The publication does not contain metal or plastic binding
- The publication does not contain any material which:
  - Is pornographic, sexually explicit material that depicts full or partial frontal nudity and/or sexual acts
  - Depicts violent acts, violence, or cruelty to animals
  - Depicts or describes how to create weapons or defeat jail security
  - Depicts or describes how to commit crimes
  - Contains drug- or gang-related imagery or content
  - Contains any matter concerning illegal gambling or an unlawful lottery
  - The publication shall be opened and inspected for contraband according to established procedures which may include fluoroscope or x-ray type devices

Questionable publications shall be reviewed by the Unit Commander to determine their suitability.

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**• • 5-08-090 Inmate Telephone Procedure**

**Reference:** CCR Title 15 Section 1067; CDM 5-13/020.00, Unit Order (UO) 5-01-205

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**PURPOSE OF ORDER:**

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The purpose of this order is to establish procedures for the use of inmate telephones.

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**SCOPE OF ORDER:**

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

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**ORDER:**

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Inmate telephones are installed throughout PDC South Facility, located in groups, halfway between the barracks and the south fence-line within each compound. There are additional telephones located in the recreation yard.

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These telephones are equipped for outgoing calls only. All calls are made by utilizing the services provided by the telephone service provider.

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Phone access may be restricted during routine activities such as inmate meals, count, pill call, clothing exchanges, or during emergencies such as inmate disturbances, etc. In addition, phone access shall be restricted during nighttime hours (refer to UO 5-01-205, 'Nighttime Facility Operation'). Any other restrictions to telephone usage shall require approval from the watch sergeant or watch commander and shall be logged into the electronic-Uniform Daily Activity Log (e-UDAL) and daily desk log by the watch deputy.

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PDC South main control personnel may enable/disable the inmate phones using the system control on the web application, which can be accessed via the following link: <https://ca.gtl.us/Login.aspx>. In the event there are problems using the web application, ViaPath tech support can be reached at (800) 646-6283.

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Inmate telephones shall not remain disabled for more than twenty-four (24) hours without written approval from the unit commander.

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**• • 5-08-100 Inmate Educational Opportunities**

**Reference: CDM 5-13/130.00**

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**PURPOSE OF ORDER:**

The purpose of this order is to establish the hours, location, and curriculum offered by Five Keys Charter Schools, working within the security of Pitchess Detention Center (PDC) South Facility.

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**SCOPE OF ORDER:**

This order applies to all personnel, including Five Keys staff, assigned to, and working at PDC South Facility.

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**ORDER:**

Educational classes are conducted in Barracks 41, 42 and in the Eddie Compound classroom trailer, Monday through Friday during day shift hours. Vocational education in advanced building, maintenance and construction are conducted at several sites outside security, just south of the facility. Instructors are provided by Five Keys Charter Schools.

Educational programs are available to all eligible inmates, however, teachers will screen inmates for qualification into the programs. Classes consist of the following:

- English as a Second Language, for Spanish speaking inmates
- Required courses for a general education development (GED) certificate
- Review of educational skills
- High school diploma courses
- Vocational training in advanced building maintenance/construction and painting, pet grooming, carpentry, landscape maintenance, and bicycle repair
- Maximizing Education Reaching Individual Transformation (MERIT) programs with emphasis on substance abuse and domestic violence education

When an inmate obtains his GED certificate, forms are supplied by the Education Center to the State. The certificate is registered with the State and the inmate receives a State Certification of Achievement.

Security in the school trailer is provided by periodic checks by the George Compound Deputy. Two Deputies are assigned for security of the vocational school sites.

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**• • 5-08-110 Inmate Library**

**Reference:** CDM Sections 5-09/070.00, 5-13/150.00, 5-13/150.05, 5-13/160.05

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**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the use of the Inmate Library.

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**SCOPE OF ORDER:**

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

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**ORDER:**

The inmate library shall share the Eddie Compound trailer (next to the Eddie/George gate) with the medical pill call annex. The medical pill call annex shall occupy the north half of the trailer and the inmate library shall occupy the south half.

Operation of the inmate library shall be the responsibility of the Law Enforcement Technician (LET) assigned to the PDC South Facility's inmate services office. The inmate services LET shall coordinate all book checkout/returns and ensure the corresponding compound personnel document library services in the Uniform Daily Activity Log (UDAL) book.

**CHECK OUT**

Library books shall be offered to all inmates once per week as long as it does not interfere with normal facility operations. Every Tuesday, inmates housed in the Adam, Boy, and Eddie compounds shall have the opportunity to check out one book. Every Thursday, inmates housed in the Henry, King, and Mary compounds shall have the opportunity to check out one book. In the event of unforeseen circumstances (e.g., facility emergencies, lockdowns, etc.) the library schedule may be adjusted to facilitate inmate library access based on facility operations.

Inmates shall only be allowed to check out one book at a time for a period of one week. If a book has been checked out by an inmate, the inmate shall return that book in order to check out another book. An inmate may check out the same book for another week on their weekly checkout day.

When an inmate checks out a book, the LET shall record the inmate's name, booking number, barrack, and bunk number in the library journal.

**RETURN**

Inmates do not have to wait for their weekly checkout day to return a book. If they are finished with the book, it may be returned at any time. The inmates shall be instructed to return their checked out book if they know they are scheduled to attend court or be released. If any inmates do not return their books within the allotted week, a list shall be generated by the librarian with the names, barracks, and bunk numbers of all late book holders. An inmate trustee shall collect all late books based on the generated lists.

Inmates caught stealing or damaging library books shall be disciplined according to Custody Division Manual (CDM) 5-09/070.00, "Inmate Discipline Schedule."

#### TYPES OF READING MATERIAL AVAILABLE

The following types of books shall be available in the inmate library:

- Non-fiction
- Fiction
- Legal reference
- Religious

#### LAW LIBRARY

For Inmates claiming pro-per status, Population Management Bureau (PMB) Custody Housing Unit (CHU) – North shall be contacted. Upon PMB CHU – North's confirmation, the pro-per inmate shall be transferred to and re-housed at Men's Central Jail (MCJ) or Twin Towers Correctional Facility (TTCF), based on the inmate's classification.

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### **• • 5-08-115 Inmate Voting**

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

The purpose of this order is to establish procedures for inmate voting 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:**

All inmates who are eligible to vote in California shall be allowed to vote in accordance with Custody Division Manual (CDM) section 5-13/140.00, "Inmate Voting."

Voter registration information, forms, collection of ballots, and all other inmate voting coordination shall be handled by the Community Transition Unit (CTU) assigned to PDC South Facility.

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### **• • 5-08-120 Inmate Vending and Vending Machines**

**Reference:** CDM 5-13/110.00

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

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The purpose of this order is to establish guidelines for inmate use of facility vending machines.

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**SCOPE OF ORDER:**

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

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**ORDER:**

Snack and soda vending machines have been placed in various locations at PDC South Facility to ensure every compound has access to them. Each compound contains at least one (1) snack vending machine and one (1) soda vending machine.

The vending machines for the facility will be open throughout AM and PM shifts. The compound officer will close vending during inmate meals, count and as needed for security purposes. Inmates will be provided opportunities on a daily basis to utilize the vending machines with vending cards purchased from commissary.

The manner in which the inmates are called to use the vending machines is as follows:

- The inmates will be advised that vending is available by notifying the inmate dorm representative as well as a verbal announcement.
- Vending machines can only be operated by use of an "Inmate Vending Card." "Inmate Vending Cards" are available for purchase through commissary.
- The inmates will exit the barrack one at a time and advise the compound deputy of their desire to access the vending machines.
- Upon acknowledgment by a deputy or an officer, the inmate may utilize the vending machines. If the compound deputy or officer so chooses, facility personnel may escort inmates to a vending machine as a group. If inmates go to the vending machine as a group, they shall be instructed to line up in the barrack count box. After all of the inmates have lined up the compound deputy or officer will escort the inmates to a vending machine and supervise them until they are finished making their purchase.
- There shall be no limitations on the number of items purchased unless the inmate has excess property as outlined in Custody Division Manual (CDM) Section 5-06/010.00, "Allowable Inmate Property."

The machines are serviced weekly by an approved outside vending company. If there is a malfunction with the vending machine, compound personnel shall notify the Inmate Services staff so they can refer the problem to the Title 15 office or Title 15 Sergeant.

If inmates experience problems with their vending card they shall complete an Inmate Request Form (SH-J-437) outlining their issue. Inmates will then put the vending card in an envelope provided by Inmate Services, with their name, booking number, housing location and problem written on the envelope. The envelope will then be placed into an opening inside the vending machine for the vending company to collect and resolve the problem.

• • **5-08-130 Commissary Procedures**

**Reference:** CDM 5-13/110.00, 5-12/000.00

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**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the operation of commissary services.

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**SCOPE OF ORDER:**

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

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**ORDER:**

Commissary is available to all inmates on Wednesday evenings of each week. Every Monday morning, a sufficient number of commissary scantron order forms will be distributed to each barrack by Inmate Services personnel. The forms will be retrieved by Inmate Services personnel on Tuesday PM shift, prior to 1900 hours, and placed in the "In-and-Out Shack" for collection by the commissary employees.

**DEPUTY RESPONSIBILITIES**

Commissary employees shall enter and exit the facility through the Court Services Transportation Bureau (CST) sallyport. The assigned "In-and-Out Shack" deputy shall communicate, over their department issued radio, with compound staff and the Inmate Processing Area (IPA) deputy(s) when commissary employees are ready to enter the Facility. When entering/exiting the CST sallyport, commissary employees shall be met and supervised at all times by the IPA deputy(s). When exiting the facility, the commissary carts shall be searched by IPA Deputy(s), upon arrival in the CST sallyport. This search process shall be communicated with the "In-and-Out Shack" deputy, prior to commissary employees exiting the Facility.

**DISTRIBUTION OF COMMISSARY ITEMS**

Once inside security, compound staff shall meet and escort commissary employees to and from their compound for product distribution. Compound staff shall continuously provide security to commissary employees and shall not leave them alone with any inmate(s) at any time. During distribution of commissary items to the individual barracks, the following procedures shall be followed:

- All inmates will be instructed by compound staff to sit on their assigned bunks.
- Inmates will be called to the front of the barrack in an orderly fashion, and commissary items will be given to the inmate by the commissary employee. Wristband verification shall be conducted for each inmate prior to receiving commissary items.

- All commissary operations (including which barrack(s) received commissary) shall be recorded, with the time each barrack received commissary, in each compound's respective Uniform Daily Activity Log (Title 15 Book).

#### INMATE SERVICES OFFICERS' RESPONSIBILITIES

An officer from Inmate Services will be assigned as a liaison to the commissary employees to address any complaints or immediate concerns.

Inmates who have concerns or general complaints regarding their commissary orders may address them on a commissary complaint form, which is provided by the commissary employee. These complaints will be directly handled by the corporation and not the Sheriff's Department. If there is an immediate complaint involving a Sheriff's Department employee related to commissary services, then the inmate will submit an Inmate Grievance Form (SH-J-420) or Inmate Request Form (SH-J-437), which will be handled in accordance with volume 8 of the Custody Division Manual (CDM).

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#### **• • 5-08-140 Religious Services**

Reference: Title 15, Section 1072; CDM 3-05/030.00 and 5-13/100.00

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

The purpose of this order is to establish guidelines for the scheduling of religious services. Inmate attendance will satisfy the facility obligation to follow the regulations outlined in Title 15, Section 1072.

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

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

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#### **ORDER:**

Church services are conducted as scheduled by Religious and Volunteer Services (RVS). A schedule of services is posted to indicate the location, time, type of service, and barrack population allowed to attend. Services are conducted in the chapel. The types of services include Catholic, Christian Science, and Protestant in both English and Spanish. The occupancy for each service is restricted by fire code, and designated barracks are scheduled throughout the week to provide all inmates an opportunity to attend church services.

To reduce the amount of contraband passed between inmates, the upper compounds (barracks 30-38) which houses general population (GP) inmates, and the lower compounds (barracks 43-51) which houses working

inmates, shall not attend religious services at the same time.

All inmates attending religious services shall line up in the count box upon notification of the service. Inmates shall be escorted to and from the chapel by RVS or South Facility personnel.

During AM shift, Henry Compound personnel shall monitor inmate traffic going into and coming out of the chapel, at specific times. Henry Compound personnel shall periodically monitor inmates during church services. During PM shift, the personnel assigned to Eddie Compound and the Inmate Processing Area (IPA) shall monitor inmates during church services.

Jewish services for the holy days are conducted by special arrangement at North County Correctional Facility. The Rabbi will respond to South Facility for counseling upon request.

The chaplains at South Facility will schedule and conduct individual counseling upon request.

Death notifications and notifications of inmate family emergencies are conducted by the chaplains. Funeral visitation privileges, if authorized, are handled through the RVS Protestant Chaplains' office at Men's Central Jail.

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## **• • 5-08-150 Alcoholics, Cocaine, and Narcotics Anonymous**

**Reference:** CDM 3-10/010.00

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### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the scheduling and conducting of Alcoholics Anonymous (AA), Cocaine Anonymous (CA), and Narcotics Anonymous (NA) meetings (Family Services).

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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:**

AA, NA and CA meetings will be held, as presented by the respective agencies. South Facility personnel shall make every possible effort to provide adequate meeting areas and personnel to accommodate any meeting request. All meetings will be held in the school trailer or recreation trailer.

AA, CA, and NA members consist of one (1) panel leader and one (1) to three (3) group members. All

members of the panel must present a valid picture identification and are subject to search before and after their meeting. The members must be advised that there is absolutely no physical contact with the inmates.

A public address announcement will be made by the main control officer for all inmates wishing to attend an AA, CA, or NA meeting to report to the designated site. Inmate attendance will be allowed from either the upper or lower compound and both shall have equal opportunity to attend.

Inmates attending the meeting are allowed to receive books, brochures, and other reading material pertaining to AA, CA, or NA. No items other than program related reading material and forms will be allowed to be passed.

Security detail for the meetings will be provided by the assigned compound officer or an available compound officer.

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## **• • 5-08-160 Prison Rape Elimination Act (PREA) Prevention of Sexual Assault and Abuse**

**Reference:** CDM 3-04/025.00, 4-07/015.00; MPP 4-01/020.60, 5-09/350.00, 5-09/350.05; PREA Public Law 108-79

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### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines to prevent sexual assaults on inmates and facilitate the treatment needs of inmates who have been sexually assaulted at Pitchess Detention Center (PDC) South Facility as mandated by the Prison Rape Elimination Act.

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### **SCOPE OF ORDER:**

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

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### **ORDER:**

It is policy of South Facility to establish effective procedures that enhance the ability to identify and prevent sexually assaultive behavior among inmates housed at this facility. South Facility's policy will be consistent with the "Prison Rape Elimination Act" (PREA), for the purpose of minimizing the number of sexual assaults by inmates or staff on other inmates.

The PREA addresses physical assaults by force, threats or extortion. Sexual conduct between inmates and staff members, volunteers, contract personnel or other inmates, regardless of consensual status, is prohibited and subject to administrative and/or criminal actions.

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## DEFENITIONS

### Inmate-on-Inmate Sexual Abuse/Assault:

One or more inmates engaging in, or attempting to engage in a sexual act with another inmate. One or more inmates using threats, intimidation, inappropriate touching or other actions to coerce another inmate to engage in a sexual act.

### Staff-on-Inmate Sexual Abuse/Assault:

One or more staff members, volunteers or contract personnel engaging in, or attempting to engage in a sexual act with any inmate. One or more staff members, volunteers, or contract personnel inappropriately touching of an inmate with the intent to abuse, humiliate, harass, degrade, arouse or gratify the sexual desire of any person.

## PROCEDURES

All staff members are responsible for being alert to signs of potential situations in which sexual assaults could occur and immediately referring cases of sexual abuse/assault to a supervisor.

Any sexual related crime involving inmates requires immediate verbal notification to Custody Investigative Services Unit (CISU). A supervisor shall then notify Custody Support Services (CSS) and the PREA Coordinator with a Memorandum (SH-AD-32A) via email to [REDACTED TEXT]. Due to confidentiality concerns, any other notifications shall be "on a need to know basis" only.

A victim of sexual abuse/assault will be evaluated by medical staff for potential referral to the appropriate county contracted medical facility. A supervisor will ensure the medical facility complies with the Sexual Assault Rape Treatment Protocol (SART), is equipped (in accordance with state Law), properly trained and certified to evaluate and treat sexual assault victims.

If a sexual assault occurred within 96 hours, the inmate shall be transported to the nearest county contracted hospital for treatment and/or a forensic examination. If the suspect is an inmate in a Custody Services Division facility, and the assault occurred within 96 hours, the suspect shall also be transported to the nearest county contracted hospital, separate from the victim for a forensic examination (refer to Manual of Policy and Procedures (MPP) 5-09/350.05 "Responsibilities of Station/Unit Personnel and Responding Deputies on Rape and Sexual Assault Cases").

If an inmate victim or suspect is being transported to a hospital for an examination, custody personnel should ensure that they do not bathe, brush their teeth, eat or drink anything, and should avoid, if possible, letting them use the restroom.

Custody personnel shall ensure that any available evidence is collected and handled appropriately.

## **Program Coordination**

The unit commander has assigned the health services administrator (Sergeant), and the training sergeant overall responsibility for ensuring all elements of the program are met in a coordinated fashion. Specific

program elements include:

- Educating and training staff to access and identify inmates who are at high risk for sexual abuse/assault
- Counseling of inmates identified as high risk with a history of sexually assaultive behavior
- Investigating, disciplining, and/or prosecuting perpetrators of sexual assault

### **Prevention**

All staff members are responsible for being alert to signs of potential situations in which sexual assaults might occur.

### **Staff Training**

Training on the facility's Sexual Abuse/Assault Prevention and Intervention Program shall be included in training for employees, volunteers or contract personnel.

Training shall include:

- Definitions and examples of prohibited and illegal behavior
- Prohibitions on retaliation against inmates and staff who report sexual abuse
- An understanding that sexual abuse or assault is never an acceptable consequence of incarceration
- Recognition of situations where sexual abuse or assaults may occur
- Recognition of the physical, behavioral, and emotional signs of sexual abuse or assaults and ways to prevent such occurrences
- The investigation process and how to ensure evidence is not destroyed
- The documentation and referral procedures of all allegations or suspicions of sexual assault

### **Intervention**

Staff members shall monitor inmate housing areas for signs of passive or aggressive sexual behavior. Staff members shall report any behavior they believe may be symptomatic of a sexual abuse/assault or extortion case to their immediate supervisor immediately upon being made aware of the situation. The supervisor shall ensure the crime is investigated and that the watch sergeant and the watch commander are notified.

### **Processing Requests**

An investigation can be requested by anyone who has information or knowledge that an inmate may be in need of protection. The information can be reported by the victim inmate, other inmates, family members or civilian workers/volunteers. When any allegation of sexual assault is received, the victim inmate will be offered immediate protection and taken to the clinic for a medical evaluation by medical staff. The watch sergeant and the watch commander will be notified of the incident.

When a staff member, civilian/contract worker, or volunteer is alleged to be the perpetrator of a sexual abuse/assault, the watch commander shall be notified immediately. The watch commander shall contact the South Facility unit commander and advise them of the situation. An investigation shall be conducted to determine the validity of a staff-on-inmate sexual abuse allegation. A comprehensive inquiry shall include, but not be limited to:

- The securing of the alleged crime scene, if appropriate
- The review of any available CCTV or handheld video footage
- Interviewing any available witnesses

Should the preliminary information gathered present any validity to the allegation, the unit commander shall be notified immediately. The unit commander shall then consult with the Internal Criminal Investigations Bureau (ICIB) and respective Custody Services Division Chief for further direction.

All staff-on-inmate sexual abuse or harassment allegations, whether conveyed verbally or in writing, shall be processed and handled administratively as an inmate grievance against staff per CDM section 8-03/040.00, "Grievances Against Staff." Grievances shall be entered into the Custody Automated Reporting and Tracking System (CARTS) as a "Grievance Against Staff" and a reference number assigned

### **Tracking Sexual Assaults**

All inmate sexual abuse allegations/assaults shall be documented in an Incident Report (SH-R-49) and assigned to the Jail Investigations Unit (JIU). In instances of staff-on-inmate sexual abuse allegations a SH-R-49 shall only be written with the approval of the PDC South unit commander.

Investigative files will be maintained at the appropriate investigative unit and will include copies of:

- All reports and investigations
- Approved medical forms
- Supporting memos and videotapes
- All evidentiary materials pertaining to the allegation

### **Inmate Education**

As part of the inmate orientation program, all inmates will receive information on sexual abuse/assault. Inmates will receive the below listed information:

- Prevention and intervention
- Definitions and examples of sexual abuse
- Staff involved inmate sexual abuse and coercive sexual activity
- Reporting sexual abuse or assault and the investigation process
- Self-protection/prohibition against retaliation
- Treatment and counseling

NOTE: Consensual sexual acts amongst inmates are not considered PREA incidents, but shall be considered a violation of jail rules. Inmate-on-staff sexual abuse incidents are also not PREA incidents, but shall be criminally investigated and documented on an Incident Report (SH-R-49).

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