

## Section 2 - Personnel/Training/Scheduling

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- **3-02-005 Scheduling**

### 3-02-005 Scheduling

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

**Revision Date:**

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

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

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

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

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

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

#### **ORDER:**

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

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

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

The majority of personnel on all three shifts are on a 4/3 schedule, which provides most employees with three

days off in a row. Alternative schedules may be utilized with the approval of the unit commander. A scheduling cycle is a monthly schedule that runs from the first Sunday of the month up to and including the Saturday before the first Sunday of the following month. Cycle changes occur the first Sunday of every other month (a two month cycle).

### SHIFT CHANGES

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

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

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

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

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

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

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

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

### ABSENCE REQUESTS

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

## SPECIALITY ASSIGNMENTS

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

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

**04/22/19 SOUF**

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

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

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

**Reviewed Date:** 05-23-25

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

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

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

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

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

#### **ORDER:**

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

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

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

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

[REDACTED TEXT]

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

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

**Revision Date 04/25/24**

**Revision Date 09/20/23**

**Revision Date 05/17/23**

**Revision Date 01/24/23**

**Revision Date 06/23/22**

**Revision Date 03/18/22**

**Revision Date 04/15/21**

**Revision Date 09/24/20**

**Revision Date 08/08/19**

**Revision Date 11/05/18**

**Revision Date 09/14/18**

**Revision Date 12/14/17**

**02/01/14 SOUF**

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

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

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

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

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

**PURPOSE OF ORDER:**

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

**SCOPE OF ORDER:**

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

**ORDER:**

HIRING OF PERSONNEL FOR OVERTIME

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

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

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

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

CANCELLING OF OVERTIME

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

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

#### HIRING OF SERGEANTS AND LIEUTENANTS FOR OVERTIME

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

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

**Revision Date 02/01/24**

**Revision Date 07/23/23**

**Revision Date 02/12/20**

**Revision Date 03/23/17**

**11/10/09 SOUF**

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

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

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

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

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

#### **ORDER:**

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

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

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

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

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

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

**11/16/2022 SOUF**

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

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

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

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

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

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

**PURPOSE OF ORDER:**

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

**SCOPE OF ORDER:**

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

**ORDER:**

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

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

**Revision Date 02/12/20**

**Revision Date 01/03/17**

**03/05/13 SOUF**

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

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

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

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

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

**PURPOSE OF ORDER:**

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

**SCOPE OF ORDER:**

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

**ORDER:**

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

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

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

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

**EMPLOYEE RESPONSIBILITIES**

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

- Reason for absence
- Type of absence to be credited
- Expected length of illness/absence

- Telephone number where employee can be reached

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

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

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

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

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

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

### SUPERVISOR RESPONSIBILITIES

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

- Check the absence tracking roster (a list of employees who are excessively absent or tardy)
- If the employee making the absence request is not listed on the roster, the handling supervisor shall exercise their discretion in completing an Absence Request Telephonic Notification (SH-R-96)
- Note: Nothing in this subsection prevents the handling supervisor from imposing the requirements described in the following subsection on any employee, on a case-by-case or as-needed basis.
- If the employee is listed on the roster the handling supervisor shall read to the employee, the "Unauthorized Absence Admonition" which admonishes the employee that the absence will be deemed "unauthorized." The supervisor shall ensure to read that portion of the admonition related to the reason why the employee is calling-in (i.e., medical related or non-medical related) and specify to the employee what is considered "proof satisfactory" (e.g., doctor's note, vehicle repair receipt, etc.)
- The handling supervisor shall complete the SH-R-96 and document the absence as UA
- Give the completed Unauthorized Absence Admonition form to the scheduling/training sergeant, who shall keep track of the applicable 72-hour period
  - If the employee does not provide satisfactory proof of the reason for the unauthorized absence within 72 hours after returning to work, the handling supervisor shall issue a copy of the Final Notice memorandum to the employee, keeping the original on file in the scheduling/training office

- If the employee provides satisfactory proof of the reason for the unauthorized absence within 72 hours after returning to work, the handling supervisor shall forward the proof to the scheduling/training sergeant, along with an amended SH-R-96
  - The scheduling/training sergeant shall remove the UA from the employee's time sheet and add the employee's desired time off

#### Absence Tracking Roster

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

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

The scheduling/training sergeant shall ensure the following:

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

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

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

**Revision Date 01/16/24**

**Revision Date 03/25/20**

**01/08/15 SOUF**

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

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

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

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

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

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

### **PURPOSE OF ORDER:**

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

### **SCOPE OF ORDER:**

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

### **ORDER:**

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

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

clarification.

If an employee experiences issues regarding SMS, the employee shall notify their supervisor and submit a help desk ticket via the Cherwell Portal located here: [REDACTED TEXT]

**Revision Date 04/22/19**

**11-10-16 SOUF**

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

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

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

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

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

**PURPOSE OF ORDER:**

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

**SCOPE OF ORDER:**

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

**ORDER:**

**SELECTION CRITERIA FOR TRAINING OFFICERS**

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

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

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

- The Department's Core Values philosophy
- A professional demeanor/role model
- Role model
- Excellent communication and writing skills
- Very good interpersonal relations

- An ability to work with all facets of the inmate community

#### MENTORS

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

**Revision Date 05/15/20**

**03/08/96 SOUF**

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### • **3-02-060 Training Procedure**

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

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

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

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

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

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

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

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

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

#### **ORDER:**

The training goal of the **PDC** South Facility shall be to maximize the efficiency of the unit. ~~Specifically, to strive~~ **by striving** toward maintaining peak officer safety and inmate security. **South Facility** training shall be in

compliance with all local, state, federal laws, rules and regulations. **South Facility** training shall promote an understanding and compliance with Departmental and Divisional procedures.

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

#### TRAINING OFFICER/TRAINEE STANDARDS OF CONDUCT

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

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

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

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

#### NEWLY ASSIGNED EMPLOYEE – ORIENTATION

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

#### TRAINING PROGRAM STRUCTURE

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

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

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

The training program is twelve weeks in duration. The first week of training involves familiarization and acclimation to the custody environment. Weeks two through eleven (**2-11**) cover the operation of the South

Facility, incident identification and report writing. Week twelve (12) concludes the training period with a final review of all material.

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

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

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

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

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

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

### IN-SERVICE TRAINING

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

### RECURRENT BRIEFINGS

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

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

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

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

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

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

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

#### FIREARMS QUALIFICATION

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

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

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

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

#### EMERGENCY PROCEDURES EXERCISE

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

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

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

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

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

### SHIFT ASSIGNMENTS AND TRANSFERS

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

### VACATIONS

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

**Revision Date 09/20/17**

**02/08/95 SOUF**

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

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

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

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

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

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

**PURPOSE OF ORDER:**

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

**SCOPE OF ORDER:**

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

**ORDER:**

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

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

POST-ACCIDENT TESTING

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

A blood alcohol test shall be administered using the "scientific method" as listed in the United States Code of Federal Regulations (CFR) Title 49 – Transportation. If the blood alcohol test is not administered within two (2) hours following the accident, the supervisor shall prepare and maintain a record stating the reasons the test was not promptly administered. If not administered within eight (8) hours following the accident, attempts to test shall cease and a record made of why the test was not administered.

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

Drivers who need to be tested, shall be directed to an authorized collection site listed in the supervisor's

handbook. During normal business days and hours, the testing centers listed in "Appendix A" of the handbook shall be utilized. After hours and on holidays and weekends, the testing centers listed in "Appendix B" and "C" of the handbook shall be utilized. The driver to be tested shall be given the following three forms to take with them for completion of the test:

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

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

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

### RANDOM TESTING

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

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

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

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

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

**Revision Date 04/22/19**

**12/04/97 SOUF**

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

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

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

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

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

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

### **PURPOSE OF ORDER:**

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

### **SCOPE OF ORDER:**

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

### **ORDER:**

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

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

[REDACTED TEXT]

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

- Department authorized uniforms and equipment [REDACTED TEXT]
- Water bottle
- Personal hygiene items
- Soft-sided, clear panel, hand held lunch container, not to exceed 13” x 13” x 9”
- Clear backpack measuring no larger than 21” x 12” x 10”
- Departmental training items [REDACTED TEXT]
- Reading material related to work or furtherance of a formal education and self-development

- Prescription and over-the-counter medication in its original container (non-narcotic only)

Prohibited items include, but are not limited to:

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

### PROCEDURES

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

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

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

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

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

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

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

**Revision Date 01/09/19**

**Revision Date 04/20/17**

**05/01/15 SOUF**

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

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

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

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

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

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

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

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

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

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

#### **ORDER:**

There will be no "chow runs" or other personal errands made by on-duty personnel, in either County-owned or personal vehicles, unless the employee has a specific lunch period allotted during their shift. Employees may only leave PDC South Facility for lunch or personal errands, in their personal vehicle, during this specified allotted lunch period.

An allotted lunch period is a thirty (30) minute meal period exclusive of an eight (8) hour workday. For example, an eight (8) hour shift does not have an allotted lunch period if the entire shift is no more than eight (8) hours. An eight and one-half (8 ½) hour shift includes a thirty (30) minute allotted lunch period.

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

Personnel working consecutive eight (8) hour shifts are specifically prohibited from leaving PDC during their assigned shift for any personal errands or "chow runs."

Any exceptions to this policy must be authorized by the on-duty watch commander.

**Revision Date 09/23/16**

**02/03/98 SOUF**

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

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

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

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

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

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

**PURPOSE OF ORDER:**

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

**SCOPE OF ORDER:**

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

**ORDER:**

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

[REDACTED TEXT]

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

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

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

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

Prohibited items include, but are not limited to:

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

## PROCEDURES

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

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

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

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

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

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

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

**Revision Date 01/09/19**

**Revision Date 05/10/17**

**08/04/15 SOUF**

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

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

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

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

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

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

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

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

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

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

**ORDER:**

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

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

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

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

**Revision Date 04/23/15**

**05/15/07 SOUF**

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• **3-02-120 Staff/Employee Meals**

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

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

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

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

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

**PURPOSE OF ORDER:**

To establish the policy for staff meals on all shifts.

**SCOPE OF ORDER:**

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

**ORDER:**

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

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

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

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

**Revision Date 10/26/16**

**10/15/07 SOUF**

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• **3-02-130 On-Duty Gym Use**

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

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

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

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

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

**PURPOSE OF ORDER:**

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

**SCOPE OF ORDER:**

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

**ORDER:**

[REDACTED TEXT]

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

It shall be the responsibility of the personnel utilizing the gym to keep it clean and in good working order. To use the gym facility, personnel must maintain an annual membership that is in good standing. Non-member personnel may not use the gym facility without prior approval from the gym coordinator.

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

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

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

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

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

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

**PURPOSE OF ORDER:**

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

**SCOPE OF ORDER:**

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

**ORDER:**

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

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

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

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

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

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

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

Checks will be written for all withdrawals made from the account. All withdrawals require two signatures. All checks will be countersigned by the operations lieutenant, operations sergeant or the operations assistant (OA) III.

Expenditures not in excess of \$50 may be authorized by the fund administrator (operations sergeant) without additional approval. Expenditures over \$50, but not in excess of \$100, may be authorized by the fund administrator with the approval of the unit commander. Expenditures in excess of \$100 may not be made

without the approval of a two-thirds majority of the board of directors and the unit commander.

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

**Revision Date 01/31/19**

**Revision Date 04/28/15**

**09/07/95 SOUF**

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

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

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

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

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

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

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

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

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

#### **ORDER:**

All photocopy machines located at PDC-South Facility are for County use only and shall not be used for personnel business. Copiers are intended for use by facility staff. Other county users must supply their own paper.

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

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

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

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

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

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

### **PURPOSE OF ORDER:**

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

### **SCOPE OF ORDER:**

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

### **ORDER:**

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

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

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

- Prior to parking at the Equestrian Center, all personnel shall submit an application, and obtain a parking

spot number through the PDC ranch office.

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

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

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

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

**Revision Date 08/20/19**

**Revision Date 07/19/18**

**02/16/17 SOUF**

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