

## Section 3 - Health and Sanitation

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

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

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

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

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

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

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

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

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

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

#### **ORDER:**

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

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

It will be the responsibility of the early morning (EM) inmate processing area (IPA) and clinic deputies/officers to ensure the contraband bins [REDACTED TEXT] are emptied once they are full. When the bins need to be emptied, the IPA or clinic deputy/officer shall contact the EM Methicillin-resistant Staphylococcus Aureus

(MRSA) cleanup officer and advise that their respective bin needs to be emptied. Under the direct supervision of the EM MRSA cleanup officer, the contents will be bagged by an inmate wearing gloves and placed in a secure location. The EM MRSA cleanup officer shall advise the day shift PDC ranch field trash crew to arrange for the contents to be picked up and discarded or destroyed.

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

Any contraband determined to be a bio-hazard shall be handled according to South Facility unit order 3-03-070, "Bio-Hazardous Waste Procedures."

**Revision Date 04/22/19**

**Revision Date 04/06/16**

**10/07/07 SOUF**

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

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

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

**Revision Date:**

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

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

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

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

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

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

**ORDER:**

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

If an inmate refuses to wear a face mask in applicable situations, custody personnel shall contact a line supervisor, and follow recalcitrant inmate procedures delineated in PDC South Facility Unit Order 5-01-060, "Handling of Recalcitrant Inmates" and Custody Division Manual (CDM) Section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."

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

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

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

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

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

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

**05/14/20 SOUF**

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

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

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

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

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

**PURPOSE OF ORDER:**

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

**SCOPE OF ORDER:**

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

**ORDER:**

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

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

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

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

**07/31/18 SOUF**

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• **3-03-040 Trash Pickup**

**3-03-040 Trash Pickup**

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

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

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

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

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for facility cleanliness and trash pickup on a routine basis.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility, specifically personnel assigned as facility security, utility cleanup, the kitchen and work crew deputies/custody assistants, and motor pool truck drivers.

**ORDER:**

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

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

COMPOUND TRASH

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

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

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

ADMINISTRATION TRASH

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

#### KITCHEN TRASH

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

#### LINE ADMINISTRATION

The AM and PM shift MRSA work crews are responsible for trash pickup in the watch commander/watch sergeant office, main control, medical and dental work areas, the Title 15 office and the briefing room.

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

**Revision Date 01/09/19**

**Revision Date 02/24/17**

**01/05/95 SOUF**

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

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

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

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

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

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

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

The purpose of this order is to establish a uniform system for facility cleanliness and to define the duties of barrack orderlies.

## **SCOPE OF ORDER:**

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

## **ORDER:**

All personnel on each shift share in the overall responsibility to maintain the South Facility in a clean and functional operating condition. In addition to the daily general upkeep and cleaning that must take place on each shift, specific cleaning responsibilities shall be assigned. Supervisors have the responsibility to ensure appropriate levels of cleaning are completed in a timely manner. Inspections of assigned areas shall be done daily to ensure this facility is maintained at an optimum level.

Barrack inspections will be conducted by either the Title 15 sergeant or their designee to ensure barracks are clean and free of maintenance issues. Any cleaning or maintenance deficiencies noted in the areas inspected will be entered in the Title 15 electronic Uniform Daily Activity Log (e-UDAL).

Each shift has the responsibility for barrack cleanliness. In an effort designed to maximize cleanliness while addressing security concerns, the following procedures will be utilized:

## **SUPPLIES**

Each barrack supply closet should, at a minimum, contain the following:

- Two brooms (one for outside sweeping and one for inside)
- Two mops. Mops will be kept outside of the supply closets to prevent mildew and facilitate drying
- One mop bucket
- One dust pan
- Cleaning Rags
- One squeegee (for cleaning the shower areas)
- Box of latex gloves
- One bottle of disinfectant

When not in use, the above supplies, with the exception of wet mops, shall remain locked in the supply closets, located on the porch of each barrack. All mops, when not in use, will be stored on the mop racks located on the outside of each barrack. These racks will be used to air dry the mops. South Facility personnel SHALL not allow inmates to hang the mops through the chain link fence. Compound personnel shall monitor their respective supply closets on a daily basis and ensure they are adequately supplied with the proper equipment and supplies. Whenever an inmate is issued cleaning equipment and/or supplies, it shall be the responsibility of the issuing personnel to recover and secure the items after their use.

## **BARRACK ORDERLY AND CLEANING DUTIES/SCHEDULE**

Each Barrack shall have a Barrack Orderly appointed. Any personnel, routinely assigned to a particular compound, may appoint an inmate to the Barrack Orderly position. The Barrack Orderly will be responsible for notifying the compound personnel of any needed cleaning items and reporting to the compound personnel whenever the cleaning has been completed. Under no circumstances shall the Barrack Orderly be used in the capacity to supervise other inmates or to perform any duty of assigned personnel.

The assigned day shift compound officer will be responsible to ensure that the barrack orderlies are aware of the requirements of their specific job. The assigned compound prowl shall inspect the barrack to confirm that all cleaning has been completed in a satisfactory manner.

On a daily basis, the following cleaning duties shall be completed:

- GENERAL BARRACK CLEANING - Coffee pot stand, tables, stools, floors, curbs, walls, windows, sills, ceilings and vents shall be cleaned. There should be no graffiti, cobwebs, scuff marks, dust, dirt or standing water in any of these areas. Any excess clothing, sheets or towels shall be removed from the barracks
- Toilets, urinals, sinks, showers, and basins shall be cleaned daily
- Trash shall be removed from all housing, shower, and medical areas daily
- Windows shall be washed frequently, and screens shall be kept clean at all times
- Unless protected by trash can liners, garbage and trash receptacles shall be emptied and sanitized frequently
- Walls shall be washed frequently (with a commitment to regularly remove graffiti)
- Floors shall be swept and mopped daily
- Clinic areas shall be cleaned and sanitized daily

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

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

The Barrack Orderly shall be responsible for getting cleaning supplies from the compound personnel. He will also be responsible for cleaning the porches and keeping the compound area in front of the barrack clean at all times. Any miscellaneous cleaning other than that described above, shall be the responsibility of the Barrack Orderly.

All Barrack Orderlies and inmates are expected to perform their assigned jobs **WITHOUT EXCEPTION** unless directed to do otherwise by assigned compound personnel. If a bunk is completely empty, a volunteer may work in place of a vacant bunk. Nothing in this order shall prevent additional inmates from volunteering to assist with the daily cleaning duties.



## **MOLD INFESTATION PROCEDURES**

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

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

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

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

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

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

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

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

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

### **PURPOSE OF ORDER:**

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

### **SCOPE OF ORDER:**

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

### **ORDER:**

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

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

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

#### PROCEDURE

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

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

**Revision Date 04/22/19**

**Revision Date 02/01/17**

**10/01/07 SOUF**

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

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

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

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

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

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

**PURPOSE OF ORDER:**

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

**SCOPE OF ORDER:**

This procedure applies to all personnel (sworn, civilian and medical) who are involved with the handling of Bio-Hazardous waste.

**ORDER:**

The following procedure shall be strictly adhered to at all times while on PDC South Facility property.

**RESPONSIBILITY**

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

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

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

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

**FACILITY PACKAGING** (MSB Personnel)

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

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

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

The Sharps needle container shall not be placed in the same Bio-Hazardous plastic bag with the discarded Bio-Hazardous waste, however the Sharps containers shall be placed in the Bio-Hazardous Waste Collection

Container for transportation to disposal site.

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

### **FACILITY PICK UP**

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

### **TRANSPORTING**

MSB Bio-Hazardous Waste Collection Container(s) will be transported to the Waste Accumulation Site in a Sheriff's black and white pick-up truck. The bed of this vehicle will be suitably equipped to secure the Bio-Hazardous Waste Collection Container(s) placed within it. Vehicles other than an appropriately equipped County vehicle shall not be used.

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

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

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

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

### **PERSONAL PROTECTIVE EQUIPMENT**

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

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

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

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

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

### **WASTE HANDLING EQUIPMENT**

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

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

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

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

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

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

### **PERSONNEL TRAINING**

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

1. Overview of the program and work practice controls.
2. Use of personal protection equipment and limitations.
3. Exposure control procedure to minimize exposure
4. Concept of Universal Precaution

5. Hands-on training for use of equipment

### **CLEANING**

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

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

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

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

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

### **PURPOSE OF ORDER:**

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

### **SCOPE OF ORDER:**

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

### **ORDER:**

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

### **PROCEDURE**

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

Any persons desiring to dig on Pitchess Detention Center property more than fourteen (14) inches in depth by hand, or any depth utilizing power equipment must complete a "Pitchess Detention Center Digging and Excavation Request" form. It shall be submitted to their appropriate supervisor at least three (3) working days

in advance, to provide for proper investigation and clearing. Under emergency conditions, the three-day and depth requirement can be waived by watch commander with concurrence from FSB.

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

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

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

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

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

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

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

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

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

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

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

#### **ORDER:**

Flammable materials include paint, thinner, wood stains, fuels and corrosive liquids. It is imperative that any materials with the potential to ignite due to combustion be stored in a properly ventilated area. The outside maintenance storage area [REDACTED TEXT] and the utility storage area [REDACTED TEXT] have been designated as the flammable material storage areas for those supplies used by compound personnel.

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

The Field Sergeant is responsible for the storage of materials used on the PDC property (outside of the South

Compound) including [REDACTED TEXT]

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

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

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

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

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

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

### **PURPOSE OF ORDER:**

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

### **SCOPE OF ORDER:**

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

### **ORDER:**

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

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

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

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



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

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

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

**Revision Date 04/22/19**

**04/22/14 SOUF**

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

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

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

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

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

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

Purpose of this order is to establish guidelines to ensure the humane treatment of captured or injured animals on the Pitchess Detention Center property.

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

This order shall apply to all personnel assigned to South Facility, specifically those assigned to Field Operations in a capacity in which they routinely deal with wild animals and rodents.

#### **ORDER:**

Due to the abundance of wildlife inhabiting the open areas of the Pitchess Detention Center property, encounters with wild animals and rodents occur on a daily basis. Unfortunately some of these creatures become destructive and need to be removed to protect our operation and others may be found injured or in distress. In many cases these animals are territorial and cannot be relocated. The following rules shall be followed in order to protect and preserve these animals as much as possible and to protect our personnel and visitors from injury:

1. Personnel shall not torment, annoy, molest, or disturb any animal.
2. Personnel shall not attempt to put an injured animal out of its misery by unusual methods such as stomping or throwing rocks at them. Animal Control personnel may be requested to assist in capturing the injured animal.
3. Live traps may be used for problem animals with the approval of the Field Sergeant, Ranch Lieutenant or the on-duty Watch Commander.
4. Larger animals caught in live traps (squirrels, raccoons, and possums) shall be delivered to Animal Control officials where they will be humanely euthanized.
5. Set traps must be checked every 24 hours, and the animals shall not be left in the traps where they will be exposed to the direct sun.
6. It is recommended that anyone handling wild animals, particularly those that are sick or dead, should use gloves and treat the animal as if it were contaminated.
7. Injured deer, bobcats, bears and mountain lions should not be handled without notification of California Fish and Game via their Dispatch Center in San Bernardino at [REDACTED TEXT]
8. Under no circumstances shall any Department member attempt to tame or keep any wild animal as a pet or feed any wild animal.

Please note that Fish and Game Officials will not remove mountain lions from the Pitchess Detention Center based solely on possible danger to humans.

These procedures do not preclude emergency situations, when justified, that immediate positive police action is needed to protect persons and property.

If there are any questions concerning how to handle incidents involving wild animals, please contact Animal Control officials at the Castaic Animal Shelter, [REDACTED TEXT]

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## • 3-03-120 COVID-19

### 3-03-120 COVID-19

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

**Revision Date:**

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

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

**PURPOSE OF ORDER:**

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

**SCOPE OF ORDER:**

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

**ORDER:**

**Identification and Transport**

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

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

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

**Quarantine Barracks**

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

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

When an inmate is released from a quarantined barrack, the inmate shall remain in their barrack until the

Court Services Transport (CST) bus arrives. CST has a bus specifically assigned for transporting quarantined inmates. When the COVID-19 bus arrives, the inmate shall be escorted wearing gloves and a face mask.

### **Notifications**

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

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

All entry/exit areas at PDC South shall have a sign posted which instructs personnel to wear masks at all times inside the facility. During each shift, a notification shall be made, via the watch deputy radio, for personnel to wear a mask inside the facility, practice proper hand washing, and social distancing. The notification shall be tracked in the watch deputy's daily desk log.

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

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

### **Sanitation**

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

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

- Jack Bones Equestrian Center
  - Roving patrol (Adam) unit shall escort (North gate key #1546)
- Main gate
  - Adam unit shall escort
- Motorpool
  - Gas pump handles
- Chapel by fire camp
- Facilities Services Bureau (FSB)
- BOQ #1-4

- Handrails
- BOQ #4
  - Women's locker room (key #NR)
  - Men's locker room (key #67)
- PDC South pool
- BOQ #6
  - Rooms 2, 3, and 4 (including restrooms)
- BOQ #7
  - Rooms 5, 8, and 9 (including restrooms)
- In/out shack

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

**06/09/20 SOUF**

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