Section 5 - Facility Security

• 3-05-005 Main Gate Entry Procedures

Reviewed Date: 05-19-26

Reference: CDM 5-10/010.00, 5-10/020.00, 5-10/020.05, 5-10/030.00, 5-10/040.00, 5-10/055.00, 6-14/040.00; Unit Order 5-06-010, 5-06-050, 6-05-030

PURPOSE OF ORDER:

The purpose of this order is to establish the requirements for entry, and exit through the Pitchess Detention Center (PDC) main gate, and the documents required for driving a vehicle on PDC ranch property.

SCOPE OF ORDER:

This order applies to all personnel assigned to, or working at PDC South Facility, and more specifically to those assigned to work the PDC main gate.

ORDER:

The PDC ranch encompasses nearly 2,700 acres of land which includes the Dr. Elmer T. Jaffe Visiting Center (main visiting), Jack Bones Equestrian Center, four jail facilities, several support units, and various outbuildings. Visitors from various departments and agencies, both public and private, are required to enter PDC property to visit inmates housed at the jail facilities for official reasons and provide numerous other services needed to operate the PDC ranch.

Inmates' family members and other personal visitors will be processes through the main visiting center during normal visiting hours pursuant to South Facility unit orders 5-06-010, Inmate Visiting Procedures and 5-06-050, Elmer T. Jaffe Visiting Center Procedures.

Professional visitors and volunteers (e.g., chaplains, Five Keys, Keefe Commissary, etc.) are processed through PDC ranch operations, and Religious and Volunteer Services, and are vetted prior to being approved to enter PDC property with their vehicle.

Other visitors such as attorneys and law enforcement are not vetted prior to their arrival at the main gate. In these instances, procedures need to be implemented to insure the highest level of safety and security for our personnel, civilians, and inmate work crews while privately owned and operated vehicles are on PDC property.

STAFFING

Two (2) sworn deputies, provided by South Facility, shall be assigned to the PDC main gate. All personnel assigned to work in this capacity shall be armed and dressed in full and complete Class “A” uniform and conduct themselves in a professional manner.

DUTIES

For a complete list of duties and procedures see the main gate deputies’ duty statement as contained in South Facility unit order 6-05-030, Main Gate Deputies

Revision Date 08-31-18

04-01-18 SOUF

• 3-05-006 Process Service on PDC Property

Reviewed Date: 05-19-26

Reference: MPP 5-07/310.10, 5-07/340.00

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for serving legal documents to inmates and employees on Pitchess Detention Center (PDC) property.

SCOPE OF ORDER:

This order applies to all personnel assigned to and working at the PDC main gate.

ORDER:

~~Only active/on-duty Sheriff’s Department personnel shall be allowed to enter PDC property to act as process servers.~~

Service of legal documents shall be allowed on PDC property during each facility’s posted attorney room

visiting hours by process servers who are licensed by a County in the state of California, or a public process service company. Proof of licensing shall be presented with the process servers State issued driver's license.

Process servers who ~~need to serve an inmate or employee with legal documents~~ are not credentialed by a County, or any other public process service company (i.e., private citizens), shall be denied entry and directed to hire a process service company, or contact the Chatsworth Courthouse - Sheriff's Civil Management Office at (818) 576-8800, which is open Monday through Friday, 8:30 am to 4:30 pm for assistance.

~~A deputy or court services specialist from the Sheriff's Civil Management Office at the Chatsworth Courthouse will serve the legal documents on PDC property. They~~ Process servers shall bring the legal documents directly to the facility where the inmate respondent is housed, or the employee respondent works. When needed, main gate personnel shall assist any ~~Sheriff's Civil Management Office personnel~~ process servers in locating any respondent and directing them to the facility. ~~The Sheriff's Civil Management Office personnel serving the legal documents shall handle the filing of "proof of service."~~

The only documents that shall be delivered to inmates are legal documents intended to notify inmate respondents of legal action against them. The attorney visiting room attendant shall check the documents to make sure they are legal documents, and no contraband is being passed.

Revision Date 12/03/24

Revision Date 07/27/22

01/21/21 SOUF

• 3-05-010 Security Alarm System

Reviewed Date: 05-19-26

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for the operation and maintenance of the facility's security alarm system which is based on a Taut Wire Intrusion Detection System, integrated with cameras and a Computerized Control Center.

SCOPE OF ORDER:

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

ORDER:

~~THEORY OF OPERATION~~

There are ~~24~~ nine (9) thermal cameras located around the fence line at PDC South Facility~~, which work~~ working in conjunction with the ~~taut wire (barbed wire) system~~ Forward-looking infrared (FLIR) Closed-circuit Television (CCTV) software~~. The taut wire~~ which provides ~~both a physical barrier and~~ an intrusion sensing system. ~~The fence is divided into 16 zones (sectors) with multiple horizontal taut wires, each connected to a sensor. The sensors and the sensors' interwiring are assembled within the sensor post, which is installed halfway between two anchor posts. Each sensor post has a cover concealing a micro-switch, which is activated upon removal of the cover. The anchor post secures the ends and carries the tension loads of the taut wire. The anchor posts have breakaway tabs to prevent climbing over the posts without activating the alarm.~~

The thermal cameras are located behind the following barracks:

1. Kitchen dock
2. Barrack 30
3. Barrack 35 (facing West)
4. Barrack 35 (facing East)
5. Barrack 39
6. Barrack 42
7. Barrack 43
8. Barrack 46
9. Barrack 51

~~A multi-conductor cable, which hangs freely along the system's posts, links all the sensor posts to the control unit. Each conductor is connected to a designated zone and the interconnections are carried out in the sensor post.~~

~~An attempted intrusion, tampering with the system, cut or deflection of the taut wire will immediately triggers~~

~~the alarm at the control unit.~~

When human movement is detected by one of the thermal cameras, that camera feed will automatically populate a viewing pane in the FLIR CCTV “ControlCenter” application at PDC South Facility main control (David) desk and an alarm will sound. The watch deputy will be able to see the movement picked up by the camera.

Revision Date 10/15/20

09/04/97 SOUF

• 3-05-020 Facility Compound Gate Security

Reviewed Date: 05-19-26

PURPOSE OF ORDER:

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

SCOPE OF ORDER:

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

ORDER:

PDC South Facility is comprised of twenty two (22) barracks, separated into seven (7) compounds by security fences and gates. The interior security gates and fences serve to separate housed inmates into manageable groups, in order to isolate problems should a disturbance occur within the facility.

The gates between compounds are commonly known as “slam” gates. These gates are designed to close and lock upon being pushed closed. The only means of opening the gates, once closed, are with the appropriate key.

All interior compound gates shall be kept in the closed and locked position at all times when not being traversed by inmates or staff. Once traversed, the gate(s) shall be immediately secured by the personnel allowing for access through it. Additionally, at no time, will personnel advise or allow inmates to open, close or

hold the gates.

During times, such as the evening inmate meal, the compound gates will need to be left open for an extended period of time. During that time, designated personnel shall remain close enough to the gate to be able to immediately close the gate. This will prevent the inmates from gaining control of the gate(s) and/or to isolate a problem. Personnel should be positioned no further than 10 feet away from the open gate in order to ensure the gate can be secured immediately.

Gates shall never be locked or secured in an open position, in such a manner as to prevent the gate from being immediately shut and locked.

• 3-05-030 Tool Security

Reviewed Date: 05-19-26

Reference: CDM 3-06/090.00

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines and procedures for the distribution and collection of various work tools used by inmates at Pitchess Detention Center (PDC) South Facility.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility who supervise inmate work crews that utilize various culinary, gardening, and hand tools.

ORDER:

A major concern at PDC South facility is the distribution and control of tools accessible to inmates. One method to minimize the threat of tapering or the loss of tools is to inventory all tools, followed by a stringent checkout and return procedure, and completed by a thorough search of the inmates to whom tools are issued.

Culinary tools are secured in a locked cabinet located in the PDC ranch kitchen/officer's dining room (ODR) security office and the PDC South Facility kitchen/inmate dining room (IDR) security office. All tools are placed on a shadow board, with the exception of knives. Knives at the PDC ranch ODR are locked in designated slots. All culinary tools are individually marked for identification and their location inside the cabinet is similarly marked.

At the start and end of each shift, ODR and IDR security personnel shall inventory each tool and log the

inventory in the security office log book. ODR and IDR security personnel shall account for the kitchen key blocks at the beginning and end of each shift. At the beginning of the shift, the PDC South Facility main control desk (David) personnel shall account for all kitchen keys.

Gardening tools are secured in a cargo container and placed on racks marked for the designated tool. The tools are individually marked for identification and signs above the racks indicate the placement of shovels, hoes, rakes, and pickaxes. Gardening tools shall be issued to “inside worker” inmates by the PDC South Facility maintenance officer and recorded on a checkout sheet which is located on a board inside the container.

Hand tools for maintenance and building shall be secured inside a cargo container and placed on shadow boards. The tools will be individually marked for identification and their location on the shadow board similarly marked. Hand tools shall be issued to “inside worker” inmates by the PDC South Facility maintenance officer and recorded on a checkout sheet located on a board inside the container.

Facilities Services Bureau (FSB) maintenance workers shall keep their tools in locked containers located in the secured, fenced-in area between Barrack 30 and Barrack 31. All tools shall be accounted for, and documented on an inventory list located in the locked containers. Any tools needed for maintenance are to be checked out and checked back in, and documented on a paper log located in the locked containers.

Any non-PDC FSB maintenance workers or independent contracted repair workers entering PDC South Facility shall be responsible for maintaining a list of tools they bring into the facility. This list shall contain a documentation of all their tool inventory and be in their possession while they are inside security. Once maintenance or repair work is completed, the FSB maintenance worker or independent contracted repair worker shall be responsible for accounting for their own tools and insuring none are left behind or unsecured. PDC South David personnel allowing entry to any maintenance workers or contracted repair workers shall ensure they have a current tool inventory list in their possession at that time. Upon completion of their task, maintenance workers shall check in with South David personnel to verify all tools are accounted for.

PDC South Facility personnel working in any area where maintenance or repair work was performed, shall conduct a visual check of the area and immediately notify the watch sergeant if any missing or unsecured tools are recovered after maintenance or repair work is completed.

Tools that are removed for repair or replacement shall be documented on their respective inventory lists. The watch sergeant shall be notified immediately if a tool is missing or unaccounted for.

Any and all tools needed by an inmate work crew shall be issued by the deputy or custody assistant (CA) who supervise the work crew and the issuance of all tools shall be recorded on a checkout sheet. Once the inmates have completed their work, all tools shall be accounted for, inspected, checked in and secured.

Revision Date 04/22/18

Revision Date 11/18/15

03/27/97 SOUF

• 3-05-040 Compound Daily Security Inspections

Reviewed Date: 05-19-26

Reference: CDM 3-06/060.00

PURPOSE OF ORDER:

The purpose of this order is to establish procedures that will ensure regular security inspections are conducted of all interior, exterior, and compound fences and gates at Pitchess Detention Center (PDC) South Facility.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South, specifically the watch commander, PDC roving patrol (Adam) units, compound rovers, and the line sergeant for each shift.

ORDER:

Personnel assigned to [REDACTED TEXT] This shall be accomplished by [REDACTED TEXT] After each inspection, the inspecting Adam units shall notify the watch deputy. The watch deputy shall document the completed inspection in the facility log, noting the results and the time the inspection was completed.

The watch commander shall walk the outer perimeter fence line [REDACTED TEXT] and physically ensure all gates/fences are secure and operable. Each exterior perimeter check performed by the watch commander shall be documented in the PDC South Facility “Watch Commander’s Shift Summary” including the time and who performed the inspection.

Compound rovers, for each shift, shall be responsible for a security inspection of all interior compound gates/fences. Compound rovers, as soon as possible after making relief, shall walk around their respective compounds and physically ensure all interior gates/fences are secure and operable. Compound rovers shall also check all windows and doors on each barrack to ensure they are all secure and functioning properly with no damage. Upon completion of this inspection, the Compound rover shall fill out the “Daily Security Inspection” form that is delivered [REDACTED TEXT] by the supervising line deputy. The “Daily Security Inspection” form shall be completed by the Compound rover, noting any damage or security issues, and returned to the supervising line deputy. The supervising line deputy shall scan the completed inspection forms into PDC South Facility’s share files in the following location:

[REDACTED TEXT]

If, during any of the facility security inspections, security hazards or potential security hazards are discovered,

the employee who discovers the hazard shall immediately notify the watch sergeant or watch commander.

Revision Date 03/04/19

Revision Date 04/25/08

12/01/95 SOUF

• 3-05-050 Inmate Safety Checks

Reviewed Date: 05-19-26

Reference: CDM 4-11/030.00; Title 15, Section 1027

PURPOSE OF ORDER:

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

SCOPE OF ORDER:

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

ORDER:

All inmates housed at PDC South Facility shall be visually checked at least once each hour to ensure their safety and welfare.

PROCEDURES FOR CONDUCTING SAFETY CHECKS

The Title 15 deputy, with the help of compound personnel, shall:

- Scan the “Start” barcode in the compound staff station using the Intermec barcode scanner
- Enter each barrack in their assigned compound and visually inspect every inmate to look for obvious signs of life and distress (e.g., bleeding, trauma, visible injury, choking, difficulty breathing, discomfort, etc.)
    - In cases of inmate distress, refer to CDM section 5-03-/060.00, Response to Inmate Medical

Emergencies."

- Scan the bar code affixed to each rear barrack door
- Document the time of each scan in the Electronic Uniform Daily Activity Log (e-UDAL)

All personnel assigned to each compound shall be equally responsible for ensuring all safety checks are completed on schedule and properly entered into the e-UDAL.

All inmate safety checks shall be conducted with a minimum of two (2) Department members. One shall be positioned at the front doors of the barracks while the other(s) physically conducts the inmate safety check.

After the security checks are completed for the compound, the scans stored on the Intermec barcode scanner will be automatically uploaded.

UPLOADING THE SCANS

The scanner will be automatically synchronized, and the scans will upload when the user walks into a Wi-Fi "hotspot" (an area where there is a strong Wi-Fi signal).

To verify the scanner is synchronized, the Title 15 deputy shall:

- Check the connection strength and make sure it has a signal. A signal indicator showing a green or red number can be found on the middle right side of the "Event Tracking" screen.
- Check the upper left corner of the "Event Tracking" screen to verify there are no pending uploads
    - No pending uploads is denoted by a zero (i.e., Records to be uploaded: 0)
    - Pending uploads is denoted by the number of total pending uploads (e.g., Records to be uploaded: 15)
- If the user is in an area with a Wi-Fi signal and the pending uploads do not clear, reboot the scanner using the following steps:
    - Remove and reinstall the battery from the back of the scanner by pushing down on the blue release button and pulling the battery out from the bottom.
    - Wait several seconds and turn the device back on using the power button (yellow button on top right of the keypad)
    - Check the "Event Tracking" screen to verify if pending scans cleared
    - If scans did not clear, or only partially cleared, repeat the reboot process

PROBLEMS WITH SCANNER

If a Title 15 scanner is not functional due to equipment/network failure, the Title 15 deputy from the compound experiencing the problem shall:

- Attempt to troubleshoot using the reboot steps listed above
- Immediately notify a sergeant if the problem is not fixed using the reboot steps
- Document the issue and notification into the e-UDAL
- Borrow a neighboring compound's scanner to complete the safety checks
- Submit a request through the Title 15 Support Website via the intranet's Custody Information Portal

- Return the inoperable scanner to operations and exchange it for an alternate scanner, if available

If a scanner becomes inoperable due to damage, whether accidental or intentional, a work order shall be submitted and a “Damage to County Property” SH-R-49 report shall be written. A copy of the report shall be sent to the Correctional Innovative Technology Unit (CITU) along with the inoperable Title 15 scanner. If a Title 15 scanner cannot be repaired and needs to be replaced, the respective unit commander shall write a memorandum to the division chief explaining the reason for the replacement.

If there are no available scanners, personnel shall continue to conduct safety checks and properly document them in the e-UDAL. If the Title 15 scanner has not been used for more than 24 hours, notification shall be made to the watch commander. The watch commander shall then document it in the Watch Commander’s Log.

WATCH COMMANDER RESPONSIBILITY

The watch commander shall monitor the hourly Title 15 checks for compliance by using the following LASD intranet link:[REDACTED TEXT]If the dashboard shows noncompliance, the watch commander shall immediately notify the line sergeant to investigate the reason for noncompliance.

WATCH SERGEANT RESPONSIBILITY

The watch sergeant shall monitor the hourly Title 15 checks for compliance by using the following LASD intranet link:[REDACTED TEXT]If the dashboard shows noncompliance, the watch sergeant shall immediately notify the line sergeant and watch commander to investigate the reason for noncompliance.

LINE SERGEANT RESPONSIBILITY

The line sergeant shall accompany line personnel on a compound (3 barracks) safety check at least once during each shift. The safety check shall be documented in the e-UDAL along with the sergeant’s name.

Upon notification from the watch commander or watch sergeant that a compound is out of compliance, the line sergeant shall immediately determine the reason for the noncompliance and have it corrected immediately. The findings shall be reported to the watch commander.

Additionally, the e-UDAL books shall be audited at least once per week by the Title 15 sergeant to ensure all Title 15 requirements are met and properly documented. Any discrepancies shall be reported via e-mail to the concerned shift lieutenant.

SUPERVISING LINE DEPUTY’S RESPONSIBILITY

The supervising line deputies shall assist the line sergeant with ensuring all Title 15 requirements are met and properly documented.

Revision Date 04/23/26

Revision Date 08/24/18

07/30/13 SOUF

• 3-05-055 CCTV and Video Recording Equipment Inspections

Reviewed Date: 05-19-26

Reference: CDM 7-06/010.00 Video Recording Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for daily inspections of all hand held and fixed Closed Circuit Television video (CCTV) recording equipment.

SCOPE OF ORDER:

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

ORDER:

The use of video cameras within PDC South Facility is to enhance safety and effectiveness for personnel in the performance of their duties, and to provide a reviewable electronic record of incidents.

PORTABLE VIDEO CAMERAS
Portable video cameras (e.g., camcorders, iPods, etc.) are handheld devices used to record incidents, interviews, crime scenes, and any other situation where audio/video evidence would be useful.
All video equipment must be approved by the Custody Training and Standards Bureau (CTSB) prior to use in the Custody Services Divisions. For a current list of approved video equipment and accessories, please contact CTSB Operations at (323) 526-5514.

FIXED VIDEO SURVEILLANCE
Fixed video surveillance involves cameras permanently or temporarily mounted in designated locations which continuously record all activities in the cameras' view.

PROCEDURES FOR CONDUCTING VIDEO RECORDING INSPECTIONS

General Video Equipment Inspection
South Facility watch commanders shall ensure all video recording equipment is inspected once per shift. This requires the watch commander to confirm that personnel who use video equipment inspect their devices at the

beginning of each shift to verify the following:

- Account for all assigned video recording equipment
- That all equipment is working properly
- Any necessary repairs are documented appropriately

Portable Video Equipment Inspection

- Ensure batteries for video recording equipment are charged
- The camera should be pre-set to record in a high quality mode
- The camera should not be pre-set to record with a time/date stamp as that information can be inaccurate if not set correctly and checked daily
- When applicable, there should be a blank memory storage device in the video camera and at least two additional blank memory storage devices available at the beginning of each shift
- The portable video equipment inspection shall be documented in the Uniform Daily Activity Log (UDAL)

Fixed Video Equipment Inspection

- At the beginning of each shift the watch commander shall confirm all CCTV surveillance cameras are properly functioning, and recording, by logging into the system and retrieving a sample recording from the previous shift.
- Once per shift the watch commander shall ensure real-time footage accurately reflects the correct date and time of day.
- These two CCTV reviews shall be documented on the Watch Commander’s Shift Summary (watch commander’s log) for each shift. Additionally, should any malfunctions or problems be identified, the watch commander shall complete the Watch Commander’s CCTV Repair Request and submit it to South Facility operations.
- South Facility operations shall submit a ticket to the CCTV help desk and add a copy of the CCTV repair request to the following South Facility share file folder: [REDACTED TEXT]
- The watch commander shall document all actions taken in the watch commander’s log, including the time the repair request was initiated.
- Once per shift, line personnel, including PDC laundry facility employees, shall inspect fixed CCTV cameras in their work area and shall document their inspections in the UDAL logs. Any damaged CCTV equipment shall be reported to line supervisors.
- Once per shift, the EM shift supervising line deputy shall log into the CCTV application and conduct a visual review of every CCTV camera angle. This review shall be noted in the watch commander’s log, as well as any corrective actions taken.
- The CCJV sergeant and line sergeant shall review two CCTV Title 15 walks each shift.

06/26/18 SOUF

• 3-05-060 Supervisorâ€™s Facility Security Inspection

Reviewed Date: 05-19-26

Reference: CDM 3-06/060.00, 4-13/000.00

PURPOSE OF ORDER:

This order establishes procedures for facility security inspections at Pitchess Detention Center (PDC) South Facility.

SCOPE OF ORDER:

This order applies to the PDC South Facility lieutenant who has the facility inspections collateral and the PDC South Facility maintenance coordinator/safety officer.

ORDER:

To ensure adequate inspection procedures, the PDC South Facility lieutenant who has the facility inspections collateral shall conduct a facility security inspection once a month.

The facility maintenance coordinator/safety officer shall be responsible for the testing of all facility barrack rear fire door alarm systems, to ensure they are in good working order and have not been tampered with.

Upon inspecting these doors, the maintenance coordinator/safety officer shall notify the PDC South Facility lieutenant who has the facility inspections collateral to advise of his findings. The discovery of any inadequacy shall result in the immediate action by the inspecting lieutenant to correct the problem.

The completed checklists, including findings and/or remedial action taken or recommended, shall be submitted to the South Facility unit commander. The unit commander shall review and document any further remedial action which may be warranted on the report.

The completed checklists shall be retained in the operations office for two years.

Revision Date 02/26/19

Revision Date 01/27/10

10/07/07 SOUF

• 3-05-070 Maintenance Requests

Reviewed Date: 05-19-26

Reference: CDM 4-07/020.00

PURPOSE OF ORDER:

~~This order establishes policy and guidelines~~ The purpose of this order is establish procedures for identification and documentation of maintenance requests.

SCOPE OF ORDER:

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

ORDER:

REPORTING AND REQUESTING NEEDED MAINTENANCE WORK

Maintenance requests must be made routinely by all personnel who find equipment in need of repair. All maintenance requests, except emergent after-hours requests, ~~will~~ shall be submitted via email to the South Facility Maintenance Office.

Maintenance requests shall be submitted whenever any of the following are discovered:

- Leakage
- Breakage
- Malfunction of showers
- Toilets
- Sinks
- Lighting units
- Ventilation
- Heating and cooling units
- Gas lines
- Outlets
- Mold infestations

All maintenance requests made to the maintenance office shall be logged in the respective compound UDAL.

TRACKING

Maintenance Office personnel will enter the maintenance request(s) into Facilities Services Bureau (FSB) Maximo System. The statuses of maintenance requests are routinely monitored by the Supervising Line Deputy and by the maintenance through continued review of the progress on the maintenance requests and inspection of the concerned areas.

A notebook in the maintenance office contains all pending maintenance requests and any needed follow-up calls are noted on the maintenance request. Interaction between the maintenance office personnel and the assigned FSB maintenance personnel ensure clear communication on prioritizing maintenance jobs.

Any unexplained routine maintenance, which is delayed more than 10 days, is brought to the attention of the supervising line deputy, for follow-up with FSB personnel.

Delays longer than three (3) weeks are to be brought to the attention of the operations sergeant, for notification to the operations lieutenant and follow-up with the concerned FSB supervisors.

EMERGENCY REPAIRS

Emergency repairs must be reported immediately to a supervisor, logged in the UDAL, and a maintenance request submitted via UDAL. After hours and on weekends, emergency repairs must be requested through the Twin Towers Correctional Facility control at (213) 893-5100. The watch commander will ensure FSB personnel respond to handle emergency repair, noting both the problem and the disposition in the Watch Commander's Log.

MOLD INFESTATIONS

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

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

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

Revision Date 10/30/20

07/15/14 SOUF

• 3-05-080 Facility Towers

3-05-080 Facility Towers

Effective Date: 09-10-97

Revision Date: 03-17-17

Review Date: 03-17-19

Reference: CDM 5-08/010.0

PURPOSE OF ORDER:

The purpose of this order is to establish ~~guidelines~~ procedures pertaining to the security towers between the perimeter fences of the Pitchess Detention Center (PDC) South Facility.

SCOPE OF ORDER:

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

ORDER:

[REDACTED TEXT]

The primary function of the tower position is to monitor the safety of civilian employees and compound officers, conduct visual perimeter checks, guard against escapes, and report fires, fights, unusual occurrences, and security violations (e.g., suspicious activity, vehicles, or persons at or near the interior/exterior fence line).

[REDACTED TEXT]

Reading material, visual electronic devices (e.g., televisions, video games, lap top computers, etc.) or other items that may distract tower personnel and diminish their ability to remain vigilant, are not permitted within the tower. Tower personnel are responsible for the presence of, and removal of any such items.

After a period of four (4) hours, personnel should notify the on-duty supervising line deputy to arrange relief and rotate out for a period of thirty (30) minutes, if relief is available. The purpose of this personnel rotation is to ensure continued diligence in monitoring perimeter of the facility.

The towers shall be inspected at least once per month by the facility maintenance coordinator/safety officer in order to keep them fully operational, should the need arise to use them.

Any activity involving the inspection or staffing of the towers shall be recorded in the designated Uniform Daily

Activity Log (UDAL) book located in each respective work location.

For additional information on the specific responsibilities of tower officers, refer to the PDC South tower deputy duty statement.

Revision Date 10/30/20

09/10/97 SOUF

- **3-05-085 Perimeter Light Inspection**

3-05-085 Perimeter Light Inspection

Effective Date: 05-14-20

Revision Date:

Review Date: 05-14-22

Reference: CDM 3-06/020.00

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for ensuring the proper functioning of perimeter lights at Pitchess Detention Center (PDC) South Facility.

SCOPE OF ORDER:

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

ORDER:

[REDACTED TEXT]

The inspection of the perimeter lights shall be documented on the “Pitchess Detention Center - South Facility Daily Security Inspection Sheet – Perimeter Lighting” form. The form shall then be submitted to the EM shift supervising line deputy for processing.

The EM shift supervising line deputy shall notify the EM shift watch deputy of any reported malfunctioning lights (e.g., burned out, flickering, etc.). The EM shift watch deputy shall submit a facility maintenance request [REDACTED TEXT] noting the specific light number and problem. Malfunctioning lights, and submittal of any maintenance requests pertaining to them, shall be documented in the EM shift watch deputy's log.

05/14/20 SOUF

- **3-05-090 Key Control Procedure**

3-05-090 Key Control Procedure

Effective Date: 06-26-97

Revision Date: 08-15-18

Review Date: 08-15-20

Reference: CDM sections 3-06/120.00, 3-06/130.00

PURPOSE OF ORDER:

~~This~~ The purpose of this order is to establish~~es policy and guidelines~~ procedures for the issuance and control of keys at Pitchess Detention Center (PDC) South Facility.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and~~/or works in any capacity~~ working at PDC South Facility, specifically the desk officer and watch deputy.

ORDER:

INITIAL ISSUANCE TO CUSTODY ASSISTANTS/DEPUTIES

Newly assigned personnel shall be issued a front gate/office (67) key and a gun locker key (for deputies). Female employees will also be issued a women's locker room (NR) key ~~(to the women's locker room)~~. These keys shall remain with the employee while the employee is assigned to PDC South Facility and shall be returned to the key collateral sergeant when the employee is transferred.

INITIAL ISSUANCE OF KEYS TO LIEUTENANTS & SERGEANTS

Newly assigned lieutenants and sergeants shall be issued ~~the following keys:~~ a 67, gun locker, SLR, and ~~an~~ NR key ~~(to the women's locker room)~~ (for female personnel).

DAILY ISSUE

Compound gate keys (blocks) are numbered, secured on welded rings and stored in a key locker at PDC South main control (David). At the beginning of each shift, the South David desk officer will count the inventory in the key locker and account for each key block listed on the South Facility key log. The desk officer will list all new key block assignments on the key control roster and in-service sheet.

All oncoming personnel, on each shift, will receive ~~their assigned keys~~ a key block from the desk officer. Personnel shall not obtain a key block from the person they relieve. Any discrepancy shall be brought immediately to the attention of the watch deputy.

The exchange of keys shall be made at the ~~PDC South Facility desk~~ South David key drop slot only. ~~Departing personnel shall not wait in the area in or around Main Control or attempt to move further up the compound in an attempt to hasten their departure.~~

~~If an employee's assigned relief is late, that employee should contact the watch sergeant, who will determine whether the employee shall be held over or allowed to leave.~~

~~Following the count at the beginning of each shift, the watch deputy or desk officer shall conduct an inventory using roll call and ask each employee to identify all key blocks they have in their possession.~~ The desk officer shall be responsible for documenting all key block assignments ~~accounting for all keys~~ on the key log located in South Facility's shared files in the following location: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\04 Desk\Key-RTSC Log. In the event any key block is unaccounted for or missing, the watch sergeant shall immediately be notified. Any visiting personnel (not compound personnel) who require a key block are to be tracked on the Entry/Exit Key Tracker located at South David.

All personnel shall maintain personal possession of their keys at all times. At no time shall personnel give their key block to someone else to handle the key exchange for them. If this occurs, both employees (the one who gave away the key block and the one who received it) will be in violation of this order, and will be subject to disciplinary action.

EMERGENCY RESPONSE TEAM

Whenever a PDC South Facility emergency response team (E.R.T.) ~~response~~ is required to leave the facility, a sergeant or senior deputy will collect the key blocks assigned to the team members before they leave PDC South Facility.

LUNCH BREAKS AWAY FROM PDC SOUTH FACILITY

Personnel eating lunch away from PDC South Facility, but remaining on Ranch property, may retain their keys. Personnel leaving the facility or who will be away for an extended amount of time shall return their key blocks to the watch deputy or desk officer.

At no time ~~will one~~ shall any employee give his/her keys to another employee to hold while they leave the facility for a lunch break. The only exception to this rule is when the employee has made prior arrangements to leave the keys with the shift senior deputy.

KEY CABINET

With the exception of the assigned watch commander, key collateral sergeant, or ~~main~~

~~control~~ personnel assigned to South David, shift personnel shall not remove keys from, or place keys in, the key cabinet. Whenever keys are removed from the key cabinet, a note shall be made in the key log, listing ~~who~~ to whom those keys were issued ~~to~~. The key cabinet shall be kept locked except when accessing keys. The watch deputy shall maintain key cabinet security.

KEY SAFE

With the exception of the key collateral sergeant, no one shall remove keys from the key safe without the direction of the watch commander. In all cases, when a set of keys is taken, a memo shall be directed to the key collateral sergeant.

OBTAINING NEW KEYS AND REPLACING DAMAGED KEYS

To obtain new keys, arrangements should be made in advance with the key collateral sergeant. In cases of immediate need, arrangements must be approved by the watch commander and a memorandum, ~~detailing~~ listing the keys that were obtained, shall be sent to the key collateral sergeant.

If a key becomes inoperable, the watch sergeant ~~will~~ shall be notified and a repair tag ~~will~~ shall be placed on the key block. The watch sergeant will ensure that the key collateral sergeant is notified, who will then notify the maintenance coordinator and submit a repair order.

LOCK MAINTENANCE

All compound locks shall be inspected on a daily basis and serviced on a bi-yearly basis. All locks found to be malfunctioning or “sticking” shall immediately be reported to maintenance personnel for repair.

MISSING/LOST KEYS

Personnel shall, without delay, notify their immediate supervisor of missing or lost key blocks. Additionally, the concerned supervisor shall immediately advise the watch commander of the missing or lost key blocks.

Should the watch commander discover a key block missing, he/she shall initiate a search for the missing key block and conduct an inquiry concerning its disappearance. If the ~~keys are~~ missing key block is found, the watch commander shall ensure ~~that~~ the keys are returned to the unit for placement into service. If the watch commander determines that negligence was a contributing factor in the ~~keys~~ key block’s disappearance, then

the watch commander shall take whatever additional appropriate action he/she deems necessary.

If the missing key block cannot be found, and all reasonable efforts to locate it have been expended, the watch commander shall prepare a memorandum ~~indicating~~ and describe his/her attempts to locate it. The watch commander shall inform the key collateral lieutenant concerning the missing keys. The watch commander shall also direct a member from the assigned shift on which the keys were discovered missing, to prepare a "Lost Property" ~~report on an~~ Incident Report (SH-R-49). The employee who was responsible for the missing key block shall prepare a detailed memorandum to the unit commander.

WATCH DEPUTY KEY COLLATERAL

The watch deputy and the desk officer for each shift has the collateral duty of key control. He/she will be responsible for maintaining an inventory of all keys and will assist the key collateral sergeant as directed.

~~Note: To prevent a key from accidentally sliding off the ring, all security key blocks must be soldered shut.~~

EMERGENCY RESPONSE KEYS

There are twelve emergency response key blocks in the key cabinet ~~in Main Control~~ located at South David. Each key block holds the following keys: OGP, AB1, AB2, 67, FP1, Y59 (Yale lock) and M59 (Master lock).

Revision Date 08/15/18

Revision Date 05/02/18

06/26/97 SOUF

- **3-05-095 Rescue Tool-Safety Cutter Control Procedure**

3-05-095 Rescue Tool-Safety Cutter Control Procedure

Effective Date: 06-11-17

Revision Date: 06-11-17

Review Date: 06-11-19

Reference: CDM 3-06/140.05

PURPOSE OF ORDER:

The purpose of this order is to establish ~~guidelines~~ procedures for the issuance, control and security of the Department approved rescue tools/safety cutters assigned to Pitchess Detention Center (PDC) South Facility.

SCOPE OF ORDER:

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

ORDER:

Rescue tools/safety cutters are a useful tool to aid in response to incidents of inmate self-harm. Custody Operations has approved the following tools to be used within custody:

- Blackhawk Hawkhook
- Benchmade Houdini Pro

Personal rescue tools/safety cutters shall not be allowed within security at PDC South Facility. Custody Support Services (CSS) has issued fourteen (14) rescue tools/safety cutters to be used at PDC South. The rescue tools/safety cutters assigned to South Facility shall be secured and inventoried at South Facility main control.

The rescue tools/safety cutters shall be assigned to each compound ~~prowler~~ rover on every shift. Once the rescue tools/safety cutters are assigned, they shall be logged on the Key/RTSC Log located in the South Facility shared files in the following location:

[REDACTED TEXT]

If a rescue tool/safety cutter becomes lost or missing within South Facility, personnel shall immediately notify the watch commander and the facility will initiate a lockdown, in accordance with procedures outlined in Custody Division Manual (CDM) section 4-01/030.00 “Lockdown.” A search shall then be conducted until the tool is accounted for.

Upon completion of the compound prowler’s shift, the assigned rescue tool/safety cutter shall be returned to the desk officer at South Facility main control. Personnel shall not “hand off” the rescue tools/safety cutters to personnel on the next shift. Each compound prowler shall be responsible for returning the tool assigned to ~~him/her~~ them.

Compliance with CDM 3-06/140.05, “Rescue Tools/Safety Cutter” will be audited during the annual facility security inspection.

• 3-05-100 Main Control & Administrative Hallway Security

3-05-100 Main Control & Administrative Hallway Security

Effective Date: 02-26-93

Revision Date: 02-07-17

Review Date: 02-07-19

PURPOSE OF ORDER:

The purpose of this order is to establish ~~guidelines~~ procedures to assist in the maintenance of facility security at Pitchess Detention Center (PDC) South Facility, specifically the administrative offices and main control in the event of a major incident.

SCOPE OF ORDER:

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

ORDER:

This order pertains to the “hard” security door located in the [REDACTED TEXT]

The “hard” security door is to be kept closed and locked at all times. Personnel entering or exiting through this door shall ensure that it is closed and locked behind them upon their entry/exit. Inmates shall not be permitted to enter the administrative office hallway or building without direct supervision by deputy or custody assistant personnel. ~~The gate control deputy and~~ [REDACTED TEXT]

~~[REDACTED TEXT]~~

When inmates are present in the administration building hallway, they shall remain seated and directly supervised at all times by a deputy or custody assistant. [REDACTED TEXT] Supervising personnel shall ensure there is no talking by inmates. Inmates shall not block or be in close proximity to any door located along the hallway. Under no circumstances shall inmates be allowed past the red line located halfway down the hallway unless they are directly escorted and supervised by staff.

Revision Date 11/10/20

02/26/93 SOUF

- 3-05-110 Public Tours

3-05-110 Public Tours

Effective Date: 04-01-09

Revision Date: 02-26-18

Review Date: 02-26-20

Reference: MPP 3-09/180.00; CDM 3-11/000.00

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for conducting routine public tours of the facility in order to foster public confidence by demonstrating the professionalism and dedication of Custody Division personnel assigned to Pitchess Detention Center (PDC) South Facility.

SCOPE OF ORDER:

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

ORDER:

Public tours of PDC South Facility shall be conducted in accordance with the guidelines and standards set forth in section 3-11-000.00 of the Custody Division Manual.

The operations deputy shall be responsible for scheduling and conducting all routine public tours. Routine public tours at South Facility can be scheduled to take place during normal business hours on Tuesday and Thursday or between 0700 and 1430 hours on Wednesday and Friday. If the operations deputy is not available to conduct a scheduled tour, they shall assign an alternate deputy to conduct the tour.

Persons wishing to participate in a tour of PDC South Facility shall be required to schedule their tour at least a week in advance. Those requesting a tour may schedule one by contacting the operations staff, Monday through Friday, during the AM shift. The operations deputy shall obtain the full name, birth date, and driver's license number of all persons requesting to tour the facility. Prior to the scheduled date of the tour, the operations deputy shall ensure a background record check has been conducted for every person requesting a tour, in order to identify any potential security risks.

Due to PDC South Facility having open housing areas with no barriers, routine public tours shall be limited to no more than five (5) individuals at a time.

Prior to persons being allowed into the facility for a scheduled tour, the following procedures shall be followed:

- A Tour Agreement and Civil Claims Release form (SH-J-444) shall be completed, signed, and retained at PDC South main control (South David) until the tour is completed.
- The identification of the individual requesting to tour the facility shall be checked to ensure that they are the same individual for whom a background check was conducted.
- All persons on the tour shall be escorted to South David to exchange their identification for a red South Facility visitor's pass, and to sign the South Facility visitor log.
- Approval for all routine public tours shall be at the discretion of the on-duty watch commander. The Department member giving the tour shall advise the on-duty watch commander of the number of individuals requesting to tour the facility, and obtain approval prior to entering the facility and conducting the tour.

The amount of time it takes to complete the tour will vary, based on the areas of the facility that are open and available. Generally, tours of the facility should last 1 - 2 hours, with the following areas being shown:

- Administration
- Main control
- Inmate housing (civilians shall not be taken inside barracks while inmates are present).
- Inmate dining room (IDR)/kitchen
- Inmate library
- Merit program
- Yard (tours shall not be taken into the yard if inmates are present)
- Medical services (tours shall not be taken into the clinic area, but may be shown the area from outside)
- Inmate Processing Area (IPA) (tours shall not be taken into the IPA during the processing of incoming/outgoing lines. The deputy presenting the tour shall ensure the area is clear prior to allowing tour participants to access or look into this area)
- Inmate services/barbershop
- PDC South Facility visiting center

Public tours will not be allowed access to, be shown, or advised of the following:

- Facility armory
- Facility keys, including but not limited to, key numbers, labeling, their usage, and out of security storage locations.
- ~~O.S.J.~~ Operation Safe Jails (OSJ) office
- Facility towers
- Dock areas
- Roof tops

At the conclusion of the tour, all individuals shall return to South David, sign out of the visitor's log, and return all visitor's passes. The deputy escorting the tour shall:

- Escort all participants to the administration briefing room and will fill out any paperwork the participants may need

- Complete a Custody Facility Public Tour Information Form (SH-J-443), utilizing a unit reference number, and submit the completed form to operations for input into the Custody Automated Reporting and Tracking System (CARTS)
- Submit a memorandum to the unit commander which includes the following information:
    - Date and time of tour
    - Duration of the tour
    - Audience composition
    - Number in attendance
    - Subject of tour

Revision Date 02/26/19

04/01/09 SOUF

• 3-05-120 Maintenance/Instructors/Custody Facility Guest Key and Pass Procedures

3-05-120 Maintenance-Instructors-Custody Facility Guest Key and Pass Procedures

Effective Date: 07-01-08

Revision Date: 08-21-18

Review Date: 08-21-20

Reference: CDM 3-10/000.00, 5-10/020.00

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the issuance of guest passes and keys for person(s) requesting to enter Pitchess Detention Center (PDC) South Facility.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility, including civilian volunteers and workers.

ORDER:

PDC South main control (South David) personnel are responsible for issuing guest passes to authorized civilian visitors, employees not assigned to PDC South Facility, and contractors. This includes maintaining a visitor log and key/pass inventory. All persons not assigned to PDC South Facility must contact the South David desk officer to request entry. Before passes are issued, the desk officer shall ascertain the reason for entry and ensure the guest(s) are authorized to enter the facility by referencing the Approved Facility Access List (a PDF file consisting of approved visitors) which is emailed monthly and stored in the South Facility shared files in the following locations:[REDACTED TEXT]

The desk officer shall provide the appropriate visitor's pass, and arrange for an escort, if necessary. The guest shall be instructed to display the visitor's pass prior to being granted access into the facility. The desk officer will hold and secure all personal forms of identification provided by visitors.

All visitors shall be checked for warrants to ensure they are not a security risk. If the person(s) are approved to access the facility, the desk officer shall issue one of the below listed South Facility visitor's passes, based on the purpose of the visit.

[REDACTED TEXT]

This form shall list the person's name (first and last), visitor pass number, issued key block (if applicable), location where the guest will be visiting, time in, and time out.

All visitor's passes shall be displayed at all times by guests while inside security at PDC South Facility.

Desk personnel shall only issue keys to instructors (e.g., MERIT, EBI, Back on Track) and chaplains. Only two sets of chapel keys shall be issued per chapel session. If the chapel is open, and two sets of chapel keys have been issued, all subsequent chapel key requests shall be denied unless approved by the watch commander.

PDC South Facility compound security keys shall not be issued to any guest.

Guests' identification shall not be returned until they have returned the visitor's pass and any keys they were issued. Keys (if applicable) and visitor's passes shall be returned ONLY by the person to whom they were issued.

GUEST CLEARANCE

Chaplains who enter the compound must be cleared through the Office of Religious and Volunteer Services (RVS).

Teachers and civilian workers who have been cleared are listed in the Approved Facility Access list.

Chaplains, teachers and civilian workers, who are cleared, will trade their personal identification (ID) at main control for the appropriate colored facility visitor's pass.

[REDACTED TEXT]

INVENTORY OF PASSES

All PDC South Facility passes (including assigned passes) shall be inventoried at the beginning and end of every shift. This inventory shall be documented in the shift log.

If a pass is determined to be missing, the watch commander and/or watch sergeant shall be notified immediately. The watch commander and/or watch sergeant shall take action they deem necessary to locate the pass. If the pass is not located, the watch commander shall notify operations (via email or memo) indicating the last known whereabouts of the pass and to whom it was issued. Prior to the re-issuance of the missing pass, every effort shall be made to find or recover it.

Control, maintenance and procedures for lost civilian visitor keys shall be governed by South Facility unit order 3-05-090, “Key Control Procedure. “

Any deviation from this unit order shall require watch commander approval.

Revision Date 02/26/19

07/01/08 SOUF

• 3-05-130 Use Of Radio By Desk Personnel

3-01-010 Use of Radio by Desk Personnel

Effective Date: 02-03-98

Reviewed Date: 12-30-18

Reference: CDM 3-06/055.10

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for radio transmissions and the use of hand held radios by desk personnel.

SCOPE OF ORDER:

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

ORDER:

Desk personnel at PDC South Facility are responsible for monitoring all facility radio traffic communication.

In order to ensure all transmissions to and from desk personnel are received throughout the compound, all desk personnel shall only use the base station, located in the desk area, for radio transmissions.

Desk personnel shall be allowed to carry and utilize a handheld radio when outside the desk area.

Revision Date 12/30/18

02/03/98 SOUF

• 3-05-140 Portable Radio and Battery Procedures

3-05-140 Portable Radio and Battery Procedures

Effective Date: 10-02-07

Revision Date: 01-28-09

Review Date: 10-04-12

Reference: MPP 3-01/040.15 and MPP 3-07/010.40

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the inventory, control and care of portable radios.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) South Facility. This order shall conform to the guidelines set forth in the Department Manual of Policy and Procedures.

ORDER:

~~The~~ A Motorola ~~HT-1250~~ APX 8000 portable radios, two batteries, and a radio/battery charging dock ~~will~~ shall be issued to all sworn and custody assistant personnel assigned to PDC South Facility. Because each individual will be issued their own radio, it is not necessary to turn ~~the~~ in radios ~~in~~ to PDC South main control desk (David) personnel at the end of each shift.

A facility radio control log ~~will~~ shall be maintained by the ~~watch deputy~~ Title-15/Maintenance supervising line senior and shall be accessible by PDC South David personnel. All radios assigned to PDC South personnel~~, and any outside personnel working at South Facility, will~~ shall be included on the log for both accountability and emergency purposes. In the event of an emergency trigger activation, the watch deputy will be able to reference the radio log and identify to whom the activating radio is assigned. Each individual's name, unit of assignment and radio identification number shall be noted on the radio control log.

~~Personnel from outside units working overtime at PDC South Facility will be issued a radio by the Watch Deputy. Each individual's name, unit of assignment and radio identification number shall be noted on the radio control log. Any radios issued to outside personnel shall be collected by the Watch Deputy at the end of each shift.~~

It is each individual's responsibility to ensure they have their assigned radio available to them during their assigned working hours. If, for any reason, personnel do not have their assigned radio available, they shall immediately notify the watch sergeant for a temporary replacement. The watch sergeant will document the radio number and reason for having to issue a radio.

During off-duty hours, the radio shall be stored ~~without a battery,~~ in a secured location, at their normal unit of assignment. In most cases, an individual's assigned locker is the most appropriate location for the storage. Radios shall not be taken home without prior approval by the unit commander. ~~Any personnel working overtime at another unit of assignment or participating in a ride-along program will be assigned a radio from that unit.~~ Personnel shall not take their issued radio from PDC South to another assignment without prior approval of the unit commander or their ~~designate~~ designee.

All personnel shall exercise reasonable care to prevent damage, loss or theft of their radio (Refer to Manual of Policies and Procedures [MPP] 3-01/040.15). All personnel ~~will~~ shall carry the radio in a radio holder, or utilize the issued radio clip, and shall refrain from placing the radio in a rear pants pocket. In the event a radio is lost, stolen or damaged, personnel shall refer to ~~the Manual of Policies and Procedures section shall be adhered to (Refer to~~ MPP section 3-07/010.40~~)~~, "Lost/Stolen/Damaged Radio Equipment and Accessories." Radios shall not be permanently marked in any manner. Any such marking or engraving ~~will~~ shall be considered damage to County property.

~~The charging of batteries shall primarily be the responsibility of the Watch Deputy. Personnel shall deliver a used battery to the Watch Deputy and exchange it for a fully charged one. The Watch Deputy shall be responsible for the immediate charging of any depleted batteries and ensuring that batteries are fully charged. All fully charged batteries shall be placed in the charged battery box.~~

South Facility personnel shall be responsible for charging their own batteries using their own radio/battery charging dock.

Additionally, there are ~~several other~~ battery chargers located ~~throughout the Facility~~ at South David where charged batteries can be obtained on a "one-for-one" exchange basis. Personnel shall not remove a battery from these chargers without replacing it with a discharged one in order to ensure a constant supply of batteries to all personnel. Under no circumstances shall personnel leave loose batteries at any location except in designated chargers (~~i.e.~~ e.g., staff stations, etc.).

Revision Date 11/11/20

10/02/07 SOUF

• 3-05-150 Vehicles Inside of Security

3-05-150 Vehicles Inside of Security

Effective Date: 01-01-09

Revision Date: 12-30-16

Review Date: 12-30-18

Reference: MPP 3-01/090.10, 3-01/090.25

PURPOSE OF ORDER:

The purpose of this order is to ~~outline~~ establish procedures for all vehicles brought into the secured areas of Pitchess Detention Center (PDC) South Facility.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility, as well as any personnel operating vehicles within the confines of South Facility.

ORDER:

All vehicles driven into the secured areas of the facility shall enter through the authorized vehicle gates. Additionally, every effort shall be made to have vehicles enter security through the vehicle sally ports.

Personnel bringing a vehicle into facility security shall ensure the vehicle is parked in accordance with all department operating procedures. Once parked, no vehicle shall remain running without personnel in immediate control of that vehicle. If the vehicle is shut off, the operator shall ensure the keys to that vehicle are secured and not left un-attended at any time. Keys shall never be left in any area where they could be accessed by any inmate(s).

If, for any reason, inmates are permitted to access a parked vehicle inside security, a deputy or custody assistant shall directly supervise the inmates and the vehicle at all times. At no time shall any inmate, inside of security, be allowed to enter the driver's compartment of a vehicle.

Revision Date 10/30/20

09/10/97 SOUF

• 3-05-160 Escorting Private Contractor and Vendor Security

3-05-160 Escorting Private Contractor and Vendor Security

Effective Date: 06-01-10

Revision Date: 02-26-19

Review Date: 02-26-20

Reference: CDM 3-01/090.05, 3-10/000.00, 3-10/010.00, 3-10/015.00

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines that will aid in the security of Pitchess Detention Center (PDC) South Facility, and contribute to the safety of civilians entering the facility.

SCOPE OF ORDER:

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

ORDER:

Non-Sheriff's Department personnel, who enter PDC property, are subject to being searched at any time (including their vehicles) while visiting PDC South Facility and all entities under South Facility command.

Non-Sheriff's Department personnel shall abide by Custody Division Manual (CDM) Sections 3-10/000.00, Security Passes and 3-10/015.00, Custody Entry and Exit Procedures, and their approval to enter South Facility shall be verified by personnel working at PDC South main control (South David). South David personnel shall verify if non-Sheriff's Department personnel are authorized through the office of Religious and Volunteer Services (RVS) by referencing the approval list (a PDF file consisting of approved non-Sheriff's Department visitors) which is emailed monthly and stored in the South Facility shared files in the following

locations:[REDACTED TEXT]

Non-Sheriff's Department personnel who do not require an escort are highlighted in green. Non-Sheriff's Department personnel who require an escort are highlighted in pink. Non-Sheriff's Department personnel who are approved for attorney room visits are highlighted in yellow.

Once approved, non-Sheriff's Department personnel shall leave their government issued identification with desk personnel and be issued a visitor's pass. All non-Sheriff's Department personnel must be recorded on PDC South Facility's visitor entry and exit log, located at South David.

Deputies and custody assistants assigned as escorts shall be responsible for the safety of the civilians and for the security of tools and equipment. Non-Sheriff's Department personnel shall be required to carry an inventory list, at all times, of all tools and equipment in their possession. Inventory lists must be reconciled by custody personnel prior to leaving the facility. Any discrepancies will be immediately reported to the watch commander. In addition, possession of a cellular phone or electronic communication device within a secured area is a violation of CDM 3-01/090.05, and is prohibited by law (4575[a] pc).

Prior to any vehicles entering PDC South Facility, the on-duty watch commander shall be notified and grant authorization. Drivers wishing to enter South Facility with their vehicles shall be searched prior to entering and immediately prior to exiting the exterior perimeter gates of PDC South Facility. In addition, a deputy or custody assistant shall remain posted at the vehicle, if inside a secured area. The vehicle shall remain locked and vehicle keys surrendered to the security staff posted to the vehicle.

Revision Date 02/26/19

06/01/10 SOUF

• 3-05-170 BOQ Issuance and Key Control

3-05-170 BOQ Issuance and Key Control

Effective Date: 12-22-09

Revision Date: 08-17-18

Review Date: 08-17-20

Reference: CDM 3-06/120.00

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the issuance and control of keys for the

~~Barrack~~ Bachelor Officer's Quarters (BOQ), and for maintaining an accurate account of who is occupying the BOQs.

SCOPE OF ORDER:

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

ORDER:

This order pertains to the check-in and check-out procedures regarding the issuance and control of BOQ keys, and maintaining the sign-up sheets posted in the watch sergeant's office. The maintenance of this information is imperative in the event of an emergency, if any damage to a BOQ occurs, as well as to maximize their usage.

South Facility is assigned ten BOQ units. These units are located in [REDACTED TEXT]

When an employee requests the use of a BOQ, the employee shall contact a sergeant, who shall open the BOQ key locker and provide a BOQ unit key. The name of the employee shall be logged on the sign-up sheet. When the key is returned, the sergeant shall cross the name of the user off the sign-up sheet and return the key to the key locker.

The key to the BOQ key locker is kept in the [REDACTED TEXT] An additional key to the key locker, the supervisor's BOQ keys, and back-up keys to the remaining BOQ units are located in [REDACTED TEXT]

At the beginning of each shift, the watch sergeant shall account for all BOQ keys. If a key is missing, and no one has reserved usage of the unit, the watch sergeant shall contact the last person assigned to the BOQ and ascertain the whereabouts of the key. If the watch sergeant is unable to contact the last occupant, the BOQ shall be checked for occupancy. This can be done in person, or by assigning an Adam Unit to assist with the check. After all keys are accounted for, the watch sergeant shall initial the sheet next to the corresponding date and shift.

Revision Date 08/17/18

12/22/09 SOUF

• 3-05-180 Active Shooter Response

3-05-180 Active Shooter Response

Effective Date: 09-30-16

Revision Date: 04-03-19

Review Date: 04-03-21

PURPOSE OF ORDER:

The purpose of this order is to familiarize Pitchess Detention Center (PDC) South Facility personnel with active shooter situations and explain the response procedures.

SCOPE OF ORDER:

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

ORDER:

An active shooter is a suspect or suspects who are actively using firearms to immediately cause serious bodily injury or death to innocent victims. The activity is not contained and there is a need for rapid deployment of a contact team.

The PDC ranch encompasses [REDACTED TEXT] and contains four (4) custody facilities situated within the property boundaries. [REDACTED TEXT]

The four patrol units [REDACTED TEXT] would be deployed to the three other jails if requested (North County Correctional Facility [NCCF], North and East Facilities). [REDACTED TEXT] are most likely to be the first responders to an active shooter event.

The active shooter response plan is outlined in the following pages demonstrating proper tactics in handling an active shooter event in the open and expansive layout of the ranch property. Keep in mind however, that with any tactical situation, these are just guidelines. You must adapt to a fluid active shooter situation.

ACTIVE SHOOTER GUIDELINES

Time permitting, the first responders shall assess the situation and notify PDC South main control (South David) immediately. Appropriate resources shall be requested.

These resources include as many of the following as possible: [REDACTED TEXT]

INITIAL RESPONDERS
[REDACTED TEXT]

EVACUATION/RELOCATION SITE

An area shall be established where witnesses and victims can be released to family once the scene is secured.

Revision Date 04/03/19

09/30/16 SOUF

• 3-05-190 Laundry Facility Security

3-05-190 Laundry Facility Security

Effective Date: 08-16-16

Revision Date: 09-20-18

Review Date: 09-20-20

Reference: MPP 3-06/110.10; CDM 5-01/020.00

PURPOSE OF ORDER:

The purposed of this order is to establish guidelines and procedures for security at the Pitchess Detention Center (PDC) laundry facility.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at the PDC laundry facility.

ORDER:

The overall operation and staffing of the PDC laundry facility is under the command and control of PDC South. All other South Facility unit orders and policies apply to personnel assigned to the laundry facility.

STAFFING

The laundry facility is staffed by both custody assistants (CA) and deputies. Personnel are assigned to the laundry facility by the PDC South scheduling office.

In the event there is insufficient staffing at the laundry facility due to sick call-ins or scheduled time off, personnel from the line at PDC South Facility may be temporarily assigned to work there.

GENERAL FACILITY SECURITY

All personnel assigned to the laundry facility are responsible for the security and operation of the facility. Each employee assigned to the laundry facility shall familiarize themselves with the laundry facility unit orders, duty statements and emergency procedures.

South Facility personnel assigned to work at the laundry facility are responsible for supervising and monitoring the inmates assigned to work at the laundry facility. Personnel shall, at all times, know the location and status of each inmate assigned to their work location. Personnel will update and shall keep an accurate roster of the inmates assigned to their work location.

All incidents involving violations of “roaming” and “out of bounds,” which takes place outside the walls of the laundry operation (e.g., rear dock, front dock, roadways, etc.), shall be reported to a supervisor. The supervisor will decide whether discipline is warranted.

All inmate movement between work stations, within the laundry facility and between facilities, will be coordinated through the laundry facility’s main control.

VEHICLE SECURITY

Numerous county and non-Sheriff’s Department vendor vehicles enter and exit the laundry facility on a daily basis. As a means to prevent the possible escape of inmates, the following procedures shall be followed:

Main Laundry

- When a non-Sheriff’s Department vendor arrives at the front gate of the laundry facility, the security gate person shall alert the laundry dock security personnel and laundry senior deputy (or another on-duty supervisor) that there is a vendor vehicle preparing to come through the gate
    - The supervisor will ensure there are two security personnel on the dock to receive the vehicle before it arrives at the dock, and the supervisor will inform the security gate person to allow the vehicle to enter
- There shall be at least two security personnel (deputy or CA) on the front dock if there is any vehicle being loaded or unloaded, or if there are any inmates present on the dock
    - If there is a non-Sheriff’s Department vendor vehicle at the front dock, at least one (1) security person shall remain with the vehicle at all times until it is secured and driven out of the facility
    - The other security person shall monitor the general front dock activity to ensure no inmates enter the vehicle, or assist the driver
    - Inmates shall not assist non-Sheriff’s Department vendors with the loading or unloading of their vehicles, nor shall inmates converse or have any other contact with non-Sheriff’s Department drivers/passengers

  - If there is a need for the inmate to speak with anyone from a non-Sheriff's Department vendor, the inmate shall receive permission from security personnel, and security personnel shall be present

- All trucks and cargo containers shall be inspected by the laundry security staff prior to leaving the laundry facility
  - The trucks and containers shall be inspected for inmates and contraband at the front loading dock
- Once the truck has cleared inspection, a padlock and a **green** cargo truck seal shall be placed on the latch locking mechanism by security personnel
  - An intact green seal indicates the truck is clear to leave the facility
- Prior to letting a truck leave the facility, the security gate personnel shall inspect the cargo seal and ensure it has not been tampered with or removed
  - The truck and container shall not be allowed to proceed until the truck and container are re-inspected by laundry security personnel
- Trucks and containers, which are not fully loaded and are left at the front dock between inmate work shifts, shall be inspected and sealed with a red cargo truck seal
- When the subsequent shift arrives at the laundry facility and a new inmate crew is ready to resume loading the containers, the red seal may be removed
- When not being actively loaded, all truck cargo containers shall be secured with a padlock

Laundry Warehouse

- The warehouse security person shall remain with all delivery vehicles that are at the dock for less than two hours
- For large deliveries or pick-ups, the security person should remain with the vehicle as much as possible to ensure the inmates only assist the warehouse workers in the loading/unloading of the vehicles, and that there is no contact between the vehicle's occupants and the inmates
- A count of all the inmates shall be completed prior to any vehicle leaving the warehouse
  - This count shall be recorded
- This count can be in concert with the standard hourly counts, but the purpose of this count is to ensure all inmates are accounted for prior to any vehicle leaving the facility
- Since there is a relatively small number of inmates assigned to the warehouse, this should not delay the warehouse operations
- If at any time there is a discrepancy with the count at the warehouse or laundry facility's main control, the laundry's front gate security person and a supervisor shall be immediately notified and no vehicles shall be allowed to leave the facility
  - If the count discrepancy is not quickly resolved, the South Facility watch commander shall be immediately notified and advised of a possible escaped inmate, and that escape procedures should be put into effect
  - The laundry supervisor shall ensure that any/all vehicles which recently left the facility shall be recalled back
  - These vehicles, and those still present at the laundry facility and warehouse, shall be unloaded and searched inside and outside upon their arrival
  - The use of a vehicle search mirror shall be utilized to assist in the outside searching of these

vehicles

- Deviations from this directive shall only occur with the concurrence of the laundry supervisors

SECURITY AND SAFETY CHECKS

All personnel are responsible for conducting safety and security checks of their assigned work locations throughout their shifts. If safety or security hazards are identified, personnel shall take appropriate action to ensure the security and safety of other employees and inmates. All identified safety and security issues shall immediately be reported to the supervising line deputy (senior), or sergeant. All issues will be corrected before inmates will be allowed to return to work.

The supervising line deputy will conduct a security inspection during each shift. The supervising line deputy will complete a Perimeter and Facility Security Check form and document their observations at the completion of the inspection.

Video audits will be conducted by the sergeant or supervising line deputy. One audit of a random work station will be completed each shift and recorded on the Video Audit Log.

CHEMICAL DELIVERY AND SAFETY PROCEDURES

When a chemical delivery arrives personnel shall block the roadway adjacent to the fire hydrant and pedestrian gate with cones and advise the PDC main gate operator to direct all incoming vehicles to the roadway on the south side of the laundry.

Chemicals will be received by at least one member of the management team (laundry manager, assistant laundry manager, laundry supervisor III, sergeant, or senior deputy), and one WSD employee. Personnel shall inspect the delivery truck packing slip and attached delivery documents to verify that the chemicals are delivered are chemicals used by laundry services. If unsure of the chemical being delivered, contact the chemical company.

Personnel will circle and initial next to the name of the chemical and/or product name on the delivery paperwork.

Prior to pumping, personnel will check the chemical lines for cracks or leaks.

Also prior to pumping, personnel will take a “stick” reading on the chemical tank to ascertain the current amount of chemical in the tank, and to ensure that the delivered load will not exceed the chemical tank capacity (Check tank capacity plaque).

Personnel shall ensure the truck driver connects the hose securely to the correct chemical valve by comparing the bill of lading to the chemical plaque mounted above the valve.

GREEN:	SOUR/SOFTENER	2200 gallon capacity
RED:	ALKALI	2200 gallon capacity

BLUE:	DETERGENT	2200 gallon capacity
YELLOW:	HYDROGEN PEROXIDE	2000 gallon capacity

Personnel shall instruct the truck operator to start pumping the chemical once both groups agree the delivery hose is properly connected and connected to the correct valve.

Personnel shall go into the chemical room and monitor the tank to make sure that the chemical is pumping freely, and to monitor that the tank being filled does not overflow.

Any oddities, such as leaks, fumes, or damage to the containers, are to be reported immediately to WSD personnel.

Personnel shall take a second stick reading on the tank to ascertain the new tank level. This measurement will be used to determine how many gallons of chemical were actually delivered. Personnel shall ensure the gallons on the paperwork match the gallons on what was actually delivered, note any discrepancies on the bill of lading, and sign it. Personnel shall remain with the truck driver until the delivery is completed, and then secure the chemical delivery room door.

INMATE MEALS

Inmate meal breaks, on each shift, shall last forty five (45) minutes. The inmate meals shall be brought to the laundry facility from the ranch kitchen. All meal breaks shall be taken on the front loading dock and supervised by a minimum of four (4) security personnel and a supervisor.

AM Shift Meal: 1030 hrs – 1115 hrs

PM Shift Meal: 1700 hrs – 1745 hrs

Inmates shall not be allowed to take food to their work stations. Personnel shall ensure all food is consumed in the meal break area.

SICK/PILL CALL

- Laundry personnel transporting sick/pill call inmates to South Facility shall advise the South Facility clinic deputy that the laundry inmates are en route to the clinic
- The clinic deputy shall clear the hallway of South Facility inmates
- Laundry personnel shall scan the laundry inmates with a metal detector wand and perform a cursory search to ensure they are not taking any contraband into South Facility
- The laundry inmates shall be transported from the laundry to South Facility gate #2
- Laundry personnel shall take the inmates into South Facility and stage them in the sally port
    - They shall ensure there are no South Facility inmates in the hallway
- The laundry inmates shall be taken into the hallway.
- The clinic deputy shall ensure the laundry inmates are processed upon their arrival
- Laundry personnel shall not leave the laundry inmates unsupervised for ANY reason while inside the

South Facility

- Laundry personnel shall not go into the desk area, use the restroom, use the phone, etc.
- After receiving their pill/sick call, the laundry inmates shall be transported back to the laundry facility.
- South David shall be notified of any inmates who will remain at South Facility and not be transported back to the laundry facility.

FACILITY MAINTENANCE AND CLEANING

Security personnel are responsible for maintaining a clean and functional work station. Personnel shall identify any cleaning or maintenance issues in their assigned work stations and take the appropriate corrective actions to remedy the issues.

Maintenance requests shall be coordinated through the laundry main control and documented in the Laundry Facility Log.

Revision Date 09/20/18

08/16/16 SOUF

• 3-05-200 Drone Incursions

3-05-200 Drone Incursions

Effective Date: 04-30-18

Revision Date: 09-26-18

Review Date: 09-26-20

Reference: Aero Bureau Unmanned Aerial Systems (UAS) patrol guidelines

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for personnel responses to an unauthorized drone operating on the Pitchess Detention Center (PDC) property, within proximity to PDC South Facility or any PDC ranch area where inmates have access.

SCOPE OF ORDER:

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

ORDER:

A “drone incursion” is defined as the presence of an unidentified, foreign, remotely controlled drone, within visible proximity of the PDC ranch.

Documented uses of emerging drone technology shows that drones can be criminally utilized in a variety of ways that affect the security of jail facilities.

Possible criminal activities that can be accomplished using drones may include but not be limited to the following:[REDACTED TEXT]

[REDACTED TEXT]

In the event of a drone incursion, the following procedures shall be followed:

- Personnel initially spotting the drone shall immediately notify South Facility main control (David), noting its description, contraband contents (if visible), and direction of flight (every effort needs to be made to keep the drone in sight for updated position reporting).
- Video record (or assign someone to video record) the drone while still in flight, and upon recovery.
- South David personnel shall direct an immediate full lockdown of the facility
    - Time permitting, all inmates shall be locked down indoors [REDACTED TEXT]
- South David shall notify the following Sheriff’s Department (or other) units in the immediate area that could be affected, or that may be available to assist:[REDACTED TEXT]

- The watch commander shall respond to an appropriate location to assume operational command of the incident.
- The watch commander will direct South David personnel to relay the type of defensive measures that shall be employed and where resources are to be deployed.[REDACTED TEXT]
- The ERT should be divided into two (2) equally equipped squads and positioned as a secondary, inner-perimeter defense within the facility (one squad can be positioned to defend the upper compounds, and the second can be staged to defend the lower compounds).
- The watch commander shall direct involved personnel to either continue to monitor the drone, or attempt to disable and intercept it.
- The closest available Adam unit will respond and position himself in the best location to monitor the drone in flight, and respond to the drone if it lands.
    - He shall continue to relay, over the radio, his position and his available resources.
- One of the remaining Adam units shall immediately conduct a systematic search for the drone’s operator—which could be over a half-mile radius (in most cases the operator will be close enough to maintain sight of the drone).
- If the drone operator is located, the Adam unit shall notify South David of the operator’s location, request assistance, and detain the suspect pending a criminal investigation (this may occur while the drone is still

airborne).

- Personnel shall continually monitor the drone until it lands.
- If there is any appearance or indication of an attached explosive device, personnel shall:[REDACTED TEXT]
- Once a drone is on the ground, and deemed safe, personnel shall immediately take control of it and prevent it from resuming flight.[REDACTED TEXT]
- Personnel shall preserve and secure the landing site as a crime scene making sure to note any debris and contraband that may have scattered in the case of a hard landing or faulty attachment.
- Personnel shall photograph the drone in its original state, with any contraband still attached, prior to handling.
    - All physical, video and photographic evidence shall be booked into the Property Evidence Laboratory Information Management System (PRELIMS) database (consider booking all physical evidence “hold for prints”).
- After a drone incursion, the watch commander and/or watch sergeant shall ensure all documentation and subsequent reports are completed including:
    - Chief’s memorandum
    - Operations Incident Log
    - Incident Report (SH-R-49)
    - Proper handling and booking of evidence
- The watch commander shall also ensure all applicable department notifications are made, including:
    - Unit Commander & Duty Commander
    - Department Executives & Custody Headquarters
    - Sheriff Headquarters Bureau
    - Custody Investigative Services Unit
    - Custody Training Bureau
    - Jail Investigative Unit
    - Operation Safe Jails
    - Aero Bureau
    - Santa Clarita Patrol Station

[REDACTED TEXT]

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Revision Date 09/26/18

04/30/18 SOUF

• 3-05-210 Recreational Use of Drones - UAVs on PDC Property

3-05-210 Recreational Use of Drones - UAVs on PDC Property

Effective Date: 4-30-18

Revision Date:

Review Date: 4-30-20

Reference: Aero Bureau Unmanned Aerial Systems (UAS) patrol guidelines

PURPOSE OF ORDER:

The purpose of this order is to establish restrictions on the recreational use of commercially available drones on the Pitchess Detention Center (PDC) ranch property.

SCOPE OF ORDER:

This order applies to all employees, civilians and contractors who are authorized to enter PDC ranch property.

ORDER:

The PDC ranch is [REDACTED TEXT] home to four secure jail facilities and many other Custody Division units. Due to growing security threats to jails and custody facilities from emerging technologies, and actual reported cases of contraband smuggling, the recreational use of drones or remotely piloted unmanned aerial vehicles is strictly prohibited anywhere on PDC property.

When an unexpected, unauthorized drone is seen hovering near a PDC jail facility, security personnel shall immediately initiate a facility lockdown and drone incursion response pursuant to South Facility unit order 3-05-200, Drone Incursions.

If tactical training with a drone is planned for official County business where an exception to this policy is required, prior permission must be obtained in writing from the PDC ranch field crew lieutenant. An email shall be sent to [REDACTED TEXT] (PDC ALL UNITS, ALL PERSONNEL) notifying personnel of the drone usage. Notification must also be made the day of the event with the on-duty PDC South watch commander.

Revision Date 11/12/20

04/30/18 SOUF