

## Section 1 - Supervision Movement and Transportation of Inmates

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- **5-01-010 Inmate Count**

### 5-01-010 Inmate Count

**Effective Date:** 06-03-97

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

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

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

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

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

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

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

#### **ORDER:**

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

#### COUNT FREQUENCY AND TIMES

[REDACTED TEXT]

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

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recount the inmates assigned to the barrack.

## TYPES OF COUNTS

### Outside Count:

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

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

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

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

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

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

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

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

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

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

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

### Inside Counts– Body Count:

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

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

Inside counts shall be done for the [REDACTED TEXT]

E.M. Shift Count:

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

Wristband Count:

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

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

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

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

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

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

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

### COUNT DISCREPANCIES

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

that of the South Facility main control desk South David, the line sergeant shall immediately be notified and a review of the UDAL/e-UDAL shall be conducted to ascertain the discrepancy.

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

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

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**Revision Date 12/01/20**

**06/03/97 SOUF**

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

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

**Effective Date: 02-09-92**

**Revision Date: 12-01-20**

**Review Date: 12-01-22**

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

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**PURPOSE OF ORDER:**

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

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**SCOPE OF ORDER:**

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

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**ORDER:**

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

**INMATE INVENTORIES**

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

Various inmate movements and changes to barrack and facility counts occur during each shift. The watch deputy is responsible for maintaining an accurate computer and paper count of any change in the facility count.

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

**PROCEDURES**

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

**DISCREPANCIES**

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

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

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

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**Revision Date 12/01/20**

**02/09/92 SOUF**

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

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

**Effective Date:** 05-13-96

**Revision Date:** 02-09-17

**Review Date:** 02-09-19

**Reference:** Title 15, Section 1069

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**PURPOSE OF ORDER:**

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

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**SCOPE OF ORDER:**

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

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**ORDER:**

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

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

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

- All facility rules are posted in every barrack
- Inmates who commit a disciplinary violation, may be transferred to a more restrictive facility and may lose work time and/or good time credits, lengthening their stay in jail

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- That inmates must wear a legible wristband at all times (Procedures for replacing a damaged or altered wristband will be explained)
- Inmate dress codes
- Count procedures
- Inmates are responsible for listening and responding accordingly to all facility announcements made over the facility public address system
- Visiting rules and procedures will be explained in detail
- All forms of medical treatment and procedures will be explained in detail and include information on:
  - Non-emergent services: Nurse clinic (sick call) will be conducted Monday through Friday, beginning at 0715 hours, for the upper and lower compounds (The nurse will evaluate the severity of inmate medical needs and treat them accordingly)
  - Emergent services: The nearest officer should be contacted and advised of any medical emergencies
  - Pill call: For inmates receiving medication, pill call will be announced and conducted daily, at various times throughout the day
- Mail procedures for routine and legal mail will be explained in detail
- The use of inmate telephones will be explained in detail and include the following information:
  - Compound officers will coordinate the use of telephones for their respective compound
  - Inmates may not use telephones in other compounds, unless expressly given permission by staff
  - Access to telephones is considered a privilege, which may be suspended or revoked for misconduct
  - All telephones have the capability of making collect calls only and are not available for inmates on disciplinary status
  - All phones require a pre-paid phone card that can be purchased through commissary services
- All available inmate programs will be addressed, including but not limited to the following:
  - Church services
  - Alcoholics Anonymous
  - Narcotics Anonymous
  - School
  - Personal counseling
  - Library services
  - Inmate worker assignments (work time)
  - General relief (GR) assistance
- Inmates seeking a program not discussed in the inmate orientation video shall be directed to contact a compound officer or Inmate Services personnel
- The inmate grievance and request procedure shall be explained in detail
- All services and procedures for contacting Inmate Services will be addressed in detail and include the following information:

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- The use of Inmate Request Forms (SH-J-437) and their purpose
- Questions regarding court or legal issues
- How to apply for county probation and obtain the necessary forms and assistance

All meal rules and procedures will be addressed in detail.

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**Revision Date 12/02/20**

**05/13/96 SOUF**

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**• 5-01-040 Inmate Meals**

**5-01-040 Inmate Meals**

**Effective Date: 05-24-95**

**Revision Date: 01-03-19**

**Review Date: 01-03-21**

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**Purpose Of Order:**

The purpose of this order is to establish procedures for providing inmate meals. This order meets current Title 15 requirements.

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**Scope Of Order:**

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

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**Order:**

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

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

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

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

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

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

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

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

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

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

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

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

**Revision Date 01/15/19**

**05/24/95 SOUF**

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

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

**Effective Date: 07-10-15**

**Revision Date: 08-04-15**

**Review Date: 08-04-17**

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**Purpose Of Order:**

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

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**Scope Of Order:**

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

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**Order:**

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

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

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

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

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

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

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

**Revision Date:** 01-04-17

**Review Date:** 01-04-19

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**Purpose Of Order:**

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

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**Scope Of Order:**

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

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**Order:**

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

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

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

**Barrack Search Classifications**

*Cursory Barrack Search:*

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

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

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

*Routine Barrack Searches:*

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

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

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

*Specific Barrack Searches:*

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

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

**Search Documentation and Reports**

At the completion of any search, the watch deputy shall make an entry in the facility log noting the barrack

searched, the sergeant who supervised the search, and any significant information resulting from the search.

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

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

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

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

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

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

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

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

**Revision Date:** 01-13-17

**Review Date:** 01-13-19

**Purpose Of Order:** \_\_\_\_\_

The purpose of this order is to establish procedures and outline the frequency of searching inmates, inmate workers and incoming lines of inmates at Pitchess Detention Center (PDC) South Facility to control

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contraband, recover missing or stolen property, and to ensure internal security and safety of the facility.

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**Scope Of Order:**

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

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**Order:**

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

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

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

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

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

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

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

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

**Effective Date: 04-07-21**

**Reviewed Date:** 07-01-21

**PURPOSE OF ORDER:**

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

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**SCOPE OF ORDER:**

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

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**ORDER:**

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

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

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

[REDACTED TEXT]

**04/07/21 SOUF**

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

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

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

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

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

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**Purpose Of Order:**

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

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**Scope Of Order:**

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

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**Order:**

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

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

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

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

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

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

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

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

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

**Effective Date:** 05-26-95

**Revision Date:** 06-03-20

**Review Date:** 06-03-22

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

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

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

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

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#### **Order:**

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

- **South Inmate Temporary Holding Area #1**, adjacent to main control
- **South Inmate Temporary Holding Area #2**, inside Barrack 30

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

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

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

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

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

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

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

- After a violent or recalcitrant inmate has been placed in a holding area, a sergeant shall be present when removing the inmate from the holding area.
- Whenever possible, the handcuffing or un-handcuffing of violent and/or recalcitrant inmates in a holding area shall be accomplished by using the holding area gate portal. Personnel shall not enter a temporary holding area to contact or remove an uncooperative, aggressive, hostile, or armed inmate unless an immediate threat of physical harm is present.
- Violent or recalcitrant inmates may be left handcuffed in a temporary holding area for the shortest period of time possible. Inmates shall not be restrained to fixed objects unless the object is designed or commonly used for that purpose, and only for the shortest period of time possible. The responding sergeant shall evaluate the incident and determine the appropriate use of restraints.
- The following shall apply to inmates left restrained in a temporary holding area:
  - Inmates shall be handcuffed (with the cuffs double locked) with their hands behind their backs when feasible.
  - Restrained inmates shall not be left in a holding area with unrestrained inmates.
  - 15 minute safety checks shall be conducted.
  - Restraints shall not be used as a form of discipline.
  - The sergeant shall continually evaluate the behavior of the restrained inmate to determine if the continued use of restraints is necessary. The sergeant shall document these evaluations in the housing location's Uniform Daily Activity Log (UDAL) and the Temporary Holding Area Safety Check Log.
  - If the sergeant determines the application of the restraints is no longer necessary, the sergeant

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shall order the removal of the restraints from the inmate. The sergeant shall be present when the restraints are removed from the inmate. The time the restraints were removed and the reason(s) why they were removed shall be documented in the housing location's UDAL.

- All procedures and notifications outlined in CDM sections 7-03/000.05, "Fixed Restraints," and 7-03/000.10, "Security Restraints and Separation/Isolation of Inmates" shall be adhered to at all times.
- The Temporary Holding Area Safety Check Log, located in the South Facility shared files folder "\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\Temporary Holding Area Safety Check Log", shall be maintained for each inmate placed in a holding area. Personnel placing an inmate in a holding area shall immediately notify Adam Compound, Barrack 30, and/or Eddie Compound personnel, and shall supply all information needed for the log.
- The Temporary Holding Area Safety Check Logs shall be initiated in the watch sergeant's office. The handling deputy shall write the following information on the watch sergeant's white board and the Temporary Holding Area Safety Check Log:
  - Inmate's name, booking number, holding area location, housing location, reason, and time the inmate was placed in the temporary holding area
- When an inmate is moved from a temporary holding area to their final destination, the handling deputy shall immediately notify the watch sergeant, line sergeant, and supervising line senior.
- The Temporary Holding Area Safety Check Log shall be returned to the watch sergeant for review and approval. Once approved, the supervising line senior shall scan it into the PDC South shared files folder "\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\Temporary Holding Area Safety Check Log." The completed form shall be given to the watch deputy to be filed with the daily facility logs.
- When performing inmate safety checks in the temporary holding areas, personnel shall ensure they carefully monitor and document the condition of the inmate(s). Medical assistance shall be summoned immediately whenever an inmate appears to be experiencing medical distress or complains of difficulty breathing.
- The watch deputy shall immediately notify the watch sergeant when an inmate has been in a temporary holding area for more than one (1) hour. The watch sergeant shall ascertain the reason for the transfer delay and assist in expediting the inmate's transfer. Inmates shall not be left in the temporary holding area for more than four (4) hours without the approval of the watch commander. In instances of inclement weather, the watch sergeant on duty shall be responsible for deciding if these time limits should be shortened further or if an alternate holding area should be utilized. If an inmate is left restrained in a temporary holding area for a period of more than one (1) hour and the sergeant has determined that the restraints should not be removed, the sergeant shall consult with the watch commander. The watch commander shall personally evaluate the behavior of the inmate and determine the next course of action.
- Barrack 30 personnel and/or Eddie Compound personnel shall ensure inmates in temporary holding areas do not miss their scheduled meals and are allowed to use the restroom.
- Restrained inmates who are left in temporary holding areas shall also be offered regularly scheduled meals and allowed to use restroom facilities. Custody personnel shall notify a sergeant of the need for these actions. The sergeant shall determine if these actions may be accomplished in a manner that is safe for custody personnel and the inmate. The sergeant shall be present if the restraints are removed for these purposes. The sergeant shall document these evaluations in the inmate's housing location's UDAL.
- Documentation procedures shall not be implemented when a temporary holding area is utilized as a

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temporary overflow for doctor's line, court line, video conference, pill call, etc. Additionally, routine incoming and outgoing lines held in the IPA, or in **Area #2**, shall not be logged.

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**Revised 06/03/20**

**Revised 12/23/19**

**05/26/95 SOUF**

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**• 5-01-100 Inmate Transportation**

**5-01-100 Inmate Transportation**

**Effective Date: 05-18-95**

**Revision Date: 02-08-17**

**Review Date: 02-08-19**

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**Purpose Of Order:**

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

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**Scope Of Order:**

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

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**Order:**

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

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

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

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

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

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

**Effective Date:** 04-08-09

**Revision Date:** 10-30-13

**Review Date:**

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**Purpose Of Order:**

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

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**Scope Of Order:**

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

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**Order:**

Transporting inmate workers to various locations throughout the PDC property is a required daily event. This includes the transportation of inmate workers between South Facility, the Laundry Facility, and various field assignments. Due to the number of inmates assigned to some of these duties, these inmate workers are

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transported via County buses, pick-up trucks, and flatbed work trucks assigned to South Facility, and maintained by the Motor Pool.

#### Pick-up and Flatbed Trucks

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

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

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

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

#### County Buses

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

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

Effective immediately, the following procedures are established for the transportation of inmate workers, in county buses, while on the PDC property:

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

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

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

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

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

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

21107.7 CVC

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

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

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

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

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

**Effective Date:** 07-01-08

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

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

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**Purpose Of Order:**

The purpose of this order is to outline duties for the Pitchess Detention Center (PDC) South Facility main

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control, PDC ranch field personnel and PDC South Adam units, in the handling of inmate workers who require transportation for discipline or medical attention due to injury.

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**Scope Of Order:**

This Order applies to all personnel assigned to, and working at PDC South Facility, specifically those assigned to main control, field crews and Adam units, on all shifts where inmate workers are working in the field positions.

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**Order:**

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

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

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

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

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

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

## **5-01-130 Inmate Safety Screening System “Smith Detection B-SCAN”**

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**Effective Date:** 02-11-16

**Revision Date:** 08-24-18

**Review Date:** 08-24-20

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**Purpose Of Order:**

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

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**Scope Of Order:**

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

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**Order:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

When the B-SCAN/X-ray screening operator is ready, custody personnel will direct the inmates, one at a time, through the B-SCAN/X-ray screening system. At the completion of each scan process, the inmate will be

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

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

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

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

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

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

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

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

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

## **Refusal Procedures**

### **New Inmate Arrivals**

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

### **Court Returnees**

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

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

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

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

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

Any inmate who becomes recalcitrant during any part of the screening or subsequent searching process shall be handled as described in CDM section 5-05/090.05, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."

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

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

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

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

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

### **Pregnant Inmates**

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

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

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

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

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

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

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

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

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**Revision Date 08-24-18**

**02/11/16 SOUF**

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

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

**Effective Date:** 01-07-17

**Revision Date:** 01-10-19

**Review Date:** 01-10-21

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

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**PURPOSE OF ORDER:**

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

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**SCOPE OF ORDER:**

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

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**ORDER:**

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

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

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

## MOBILETRACE OPERATORS

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

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

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

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

## TRAPS

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

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

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

## INMATE SCREENING PROCEDURES

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

Inmates who are to be screened shall be escorted into the IPA screening area. The amount of inmates in Barrack 40 for screening shall be determined by the sergeant or supervisor. The inmates will stand quietly and face the wall with their hands interlaced behind their back.

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

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

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

## VISITOR SCREENING PROCEDURES

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

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

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

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

## MOBILETRACE DEVICE MAINTENANCE

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

### Daily:

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

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

### Weekly:

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

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

### Monthly:

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

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

Bi-annual Maintenance Schedule:

- Replace the sample filter every six (6) months

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

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

#### SUPPLY ORDERS

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

US Testing Equipment, Ltd.

7201 NE 18th St, Suite A

Vancouver, WA 98661

www.ustesting.com

Office phone: 360-735-7685

#### EQUIPMENT REPAIR

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

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**Revision Date 01/10/19**

**01/07/17 SOUF**

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

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

**Effective Date: 09-02-98**

Pitchess Detention Center - South Facility : Section 1 - Supervision Movement and Transportation of Inmates

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**Revision Date:** 03-24-21

**Review Date:** 03-24-23

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

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**PURPOSE OF ORDER:**

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

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**SCOPE OF ORDER:**

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

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**ORDER:**

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

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

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

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

- Supervisors who are notified of such incidents described herein shall immediately respond to the location of the incident and make appropriate notifications as needed (e.g., Watch Commander, emergency response team [ERT], etc.).
- At no time, unless life threatening conditions are present, shall personnel make an attempt to remove an uncooperative, aggressive, hostile or armed inmate from a secure holding area/cell without the direction of a supervisor. Personnel are reminded that time is on their side in these situations. A planned tactical

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approach to the situation will greatly reduce the possibility of physical confrontation or injuries. All Department members shall strictly adhere to the Manual of Policy and Procedures, Section 5-05/090.00, Escorting Procedures for Combative or Uncooperative Inmates.

- Once the inmate has been confronted and/or handcuffed, the inmate shall be kept in normal traffic areas and not be taken to secluded areas. The inmate shall be secured in an appropriate holding area/cell until a supervisor arrives.
- Recalcitrant inmates shall be properly handcuffed and searched prior to movement.
- Inmates who are uncooperative and combative, or have a history of making false allegations, shall be escorted by two Department members, one member being a supervisor. The movement shall be videotaped.

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

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**Revision Date 03/24/21**

**00/00/00 SOUF**

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

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

**Effective Date: 05-24-95**

**Revision Date: 06-29-18**

**Review Date: 06-29-20**

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

**5-11/040.00**

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**PURPOSE OF ORDER:**

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

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**SCOPE OF ORDER:**

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

**ORDER:**

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

- A list of all inmates assigned to work in the IDR and ODR shall be filled out and maintained by the personnel assigned to work in each respective location for each shift. This list shall be readily available at all times, and show the current assigned work area of each inmate, with their name, booking number and housing assignment. The list shall be current and accurate and reflect all inmate movement in all work areas. If an inmate leaves his assigned work area for any reason (e.g., pill call, facility delivery, etc.), security personnel shall update the inmate's whereabouts, including the time the inmate left and returned.
- CCTV camera footage shall be frequently monitored in real time to ensure inmates are working in their assigned work areas and not roaming or delaying operations.
- Once per hour, all inmates shall be lined up and visibly accounted for.
- IDR/ODR personnel shall ensure that all inmates assigned to the IDR/ODR are in compliance with the following rules:
  - Inmates shall be inspected at the beginning of each shift to ascertain their cleanliness. Inmates shall keep themselves clean at all times while working. Special attention should be paid to locating any cuts, sores or rashes. Inmates' fingernails shall be inspected to ensure they are kept short and clean, without exception. If an inmate arrives to work with questionable hygiene, he shall be returned to his housing area to correct the issue or be denied a working assignment for that day. Any inmate found to have cuts, sores or rashes will be required to be medically cleared to continue working in the IDR/ODR.
  - Inmates shall wash their hands with soap and water before working, after using the toilet and as needed.
  - Inmates shall wear a hairnet while on duty.
  - Inmates shall wear gloves at all times while serving food or distributing spoons.
  - There will be no running in any portion of the IDR/ODR kitchen or dining room. Inmates shall walk at all times.
  - Inmate jackets shall not be worn in the IDR/ODR. ODR workers assigned to the dock, warehouse, and freezers may wear their jackets as needed.
  - All inmates shall wear County-issued shoes or boots while on duty.
  - All food handling inmates will be medically inspected each month.

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- Inmates are not allowed to possess food or drink unless given permission by the civilian cook or IDR/ODR personnel.
- Unauthorized inmates shall not enter the IDR/ODR security offices. Inmates shall never be in the IDR/ODR security offices unsupervised.
- Inmates shall stay in their assigned work areas at all times.
- Inmates shall not leave the kitchen without permission from the Kitchen Officer.
- Inmates are not allowed in the staff bathroom.
- Inmates shall not communicate with, pass items to or receive items from any other inmate or visitor.

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

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

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

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**06/29/18 SOUF**

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

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

**Effective Date: 11-20-09**

**Revision Date: 08-16-16**

Pitchess Detention Center - South Facility : Section 1 - Supervision Movement and Transportation of Inmates

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**Review Date:** 08-16-18

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**PURPOSE OF ORDER:**

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

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**SCOPE OF ORDER:**

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

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**ORDER:**

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

**Work Group #1 - AM Shift**

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

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

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

**Work Group 2 - PM Shift**

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

Personnel from "Eddie" Compound are responsible for ensuring Work Group #2 is in the "Dog Run," at the In/Out Shack, prior to 1400 hrs. They shall also ensure the inmates are properly dressed and do not possess

Pitchess Detention Center - South Facility : Section 1 - Supervision Movement and Transportation of Inmates

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any food items prior to placing them in the "Dog Run." Personnel from "Eddie" Compound shall verify and identify, by wristband, each inmate that is placed into the "Dog Run." Personnel from "Eddie" Compound will also be responsible for delivering a Work Group #2 purge to the In/Out Shack Deputy, which accurately reflects the inmates placed into the "Dog Run." One Deputy or Custody Assistant from Laundry Security Staff will respond to "Eddie" Compound and assist with this process.

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

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

### **Video Taping**

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

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

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

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

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

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

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

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

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in the center aisle while the busses are moving.

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

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

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

### **Wristband Verification**

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

### **Hourly Count**

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

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

to leave the facility. If the count discrepancy is not quickly resolved, all vehicles will remain at the Laundry Facility, and those vehicles which recently exited the Laundry Facility shall be recalled to the facility and searched.

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

### **Meal Count**

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

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

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

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

**Effective Date:** 05-17-95

**Revision Date:** 03-17-16

**Review Date:** 03-17-18

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

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### **PURPOSE OF ORDER:**

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

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### **SCOPE OF ORDER:**

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

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### **ORDER:**

The Laundry Facility is staffed by civilian personnel from Laundry Services and assigned inmate workers from South Facility. PDC South Facility deputies and custody assistants provide security for the Laundry Facility.

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the event a minor injury or illness of a civilian employee occurs at the PDC Laundry Facility, the following procedures will be adhered to:

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

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

**5-01-190 Excercise & Recreation Area Supervision**

**Effective Date:** 12-30-13

**Revision Date:** 11-10-16

**Review Date:** 11-10-18

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

**PURPOSE OF ORDER:**

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

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**SCOPE OF ORDER:**

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

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**ORDER:**

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

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

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

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