Pitchess Detention Center - North Facility

• Chapter 1 - Introduction

• Chapter 2 - Organization and Functions

• • Section 2-01 - Duty Statements

• • • 2-01-100 Captain

• • • • 2-01-110 Captain/Unit Commander

RESPONSIBLE TO: Custody Division Area Commander

WORK SCHEDULE: Flex

GENERAL DUTIES:

The Captain/Unit Commander is the commanding officer of North Facility. As such, the Captain is the leader of the management team and is responsible for all unit functions and operations, including the operational philosophies of the unit.

The Captain interprets existing laws, Memorandums of Understandings, the Department's Manual of Policy and Procedures, Division Directives and the Unit Manual, in support of the Mission Statement, the Core Values statement, the Law Enforcement Code of Ethics and training requirements.

SPECIFIC DUTIES:

- Enforce policies, procedures and regulations of the Department, Division and unit.
- Conduct special investigations.
- Supervise subordinate personnel.
- Maintain discipline.
- Create reports and recommendations.
- Act as liaison with the communities served by the unit.
- Complete the Departmental Change of Command form (SH-AD-601) when assuming a new or change of command.
- Determine and submit the unit's proposed budget for the succeeding fiscal year.
- Ensure compliance with established laws and operational standards at the unit and correct deficiencies in a timely manner.

- Generally, responsible for planning, organizing, directing and coordinating the operations and functions of the unit including:
  - Fiscal Management
    - Use of overtime - Be fully aware of the unit's status with regard to the use of overtime and make prudent decisions when approving overtime.
    - Unit budget - Know the overall status of the unit's various accounts, ensuring that over expenditures do not occur and making efficient use of the unit's funds.
    - Staffing - Assign the necessary staff to effectively manage the unit's workload and local community needs within budget constraints.
  - Administration of Personnel
    - Knowledge - Know the strengths, weaknesses, and special skills of their immediate subordinates and, where reasonably possible, those of other subordinates.
    - Training/Development - Establish an effective training program and ensure that all personnel receive the appropriate training.
    - Discipline/Reward - Review and evaluate all information that may lead to a disciplinary action or commendation.
    - Conduct - Ensure that their personnel have a clear understanding of appropriate and expected conduct when dealing with the community, inmates, and co-workers.
    - Use of force - Strive to eliminate excessive and unnecessary use of force through an established system of supervision, training, incident evaluation and application of remediation.
    - Evaluation - Ensure that the performance of their personnel, both positive and negative, is accurately documented and that the evaluations are submitted in a timely manner.
    - Health and safety - Establish an ongoing wellness program and assist injured/ ill employees.
    - Personal relations - Treat every member of this department, sworn and civilian, with the same dignity and respect that they would expect in return.
    - Personnel policies - Support and promote the department's affirmative action guidelines.
  - Delivery of Service
    - Support and promote the department's Core Values and Service Oriented Policing philosophy, as well as community partnerships.
  - Efficient and Effective Operations
    - Goals - Actively strive towards accomplishing departmental and unit goals.
    - Reports/Notifications - Communicate with their supervisors and keep them aware of problems, issues and activities concerning their areas of responsibility.
    - Information - Establish a formal system that ensures the flow of information throughout their unit.

- Role Model
  - Physical appearance - Set an example of professionalism and pride by appearing well groomed and appropriately attired.
  - Demeanor/Attitude - Reflect maturity, objectivity, enthusiasm and a commitment to excellence in accomplishing the mission, goals and programs of the department.
  - Communicative/Interpersonal skills - Encourage and promote open and constructive relationships with citizens, co-workers, subordinates and superiors through understanding, empathy and tolerance.
  - Social skills - Demonstrate actions and decisions that reflect consideration of social, cultural and political factors which are important to the community and the department.
  - Self-improvement - Maintain and enhance their professional knowledge and skills and remain current on events that affect the department and the unit.
  - Innovation - Continually evaluate and seek methods of improving the operation of the unit, the well-being of his personnel and the level of service that the unit provides.
  - Ethical conduct - Possess the highest standards of moral and ethical conduct.
- Risk Management
  - Prepare a Risk Management plan.
  - Minimize risk to the department and personnel by monitoring, reviewing, documenting, disciplining and rewarding their employee's performance.
  - Utilize safe driving techniques while driving county vehicles.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-200 Lieutenant

• • • • 2-01-210 Operations Lieutenant

RESPONSIBLE TO: **Unit Commander**

WORK SCHEDULE: **Flex**

GENERAL DUTIES:

The Operations Lieutenant is responsible for the overall operations of the unit, under the direction of the unit commander.

SPECIFIC DUTIES:

- Manages the assigned sworn and civilian personnel at the facility including the managing and monitoring of all personnel related issues.
- Assumes responsibility as the unit commander in their absence.
- Maintains liaison with the operations staff of other custody facilities and the myriad of custody support personnel including, but not limited to, the following:
    - Medical Services
    - Food Services
    - Facility Chaplains
    - Facility maintenance personnel
    - Canteen Corporation personnel
    - Department cashiers/mail room personnel
    - Facility gang detail
    - School personnel
- Manages all incoming and outgoing facility correspondence.
- Manages the facility personnel records.
- Manages sworn and civilian item control.
- Manages the personnel evaluation program.
- Manages the facility Unit Citation Award Program.
- Acts as the facility American with Disabilities coordinator.
- Acts as the Building Emergency Coordinator.
- Manages the facility Public Information Program.
- Manages the myriad of facility operations reports which include, but are not limited to:
    - Monthly Management Report
    - Command Accountability Reporting System (CARS) Report
    - Risk Management Report
    - Weekly Overtime Report
    - Personnel, Staffing, Overtime Management (P.S.O.) report
    - Weekly Absence Follow-Up Report
- Manages facility clerical and operations staff.
- Manages and tracks civil claims and lawsuits.
- Manages and tracks watch commander service comment investigations.
- Manages and tracks use of force investigations.
- Manages and tracks major disturbance investigations.
- Manages and tracks unit level investigations.
- Reviews inmate complaints.

- Reviews facility logs.
- Reviews inmate incident reports.
- Review employee injury reports.
- Mentors employees regarding career path and position specific goals.
- Assists line personnel during exigent or emergent situations.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

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• • • • 2-01-220 Watch Commander

RESPONSIBLE TO: Captain/Unit Commander

WORK SCHEDULE: Seven day post, variable hours

GENERAL DUTIES:

The Watch Commander is responsible for the overall operation of the facility during their assigned shift. The Watch Commander shall communicate and coordinate with his subordinate supervisors to enhance the overall operation of the facility.

SPECIFIC DUTIES:

- Ensure subordinate sergeants and supervising line deputies are fulfilling their duties.
- Maintain a Watch Commander’s log for the purpose of summarizing unusual events, such as use of force, power failures, escapes, deputy injuries, serious inmate injuries, inmate suicide, etc.
- Ensure facility counts are held at the specified times.
- Conduct inquires and investigations into use of force by deputies, inmate complaints and personnel misconduct.
- Conduct an outside perimeter check of the facility once per shift and document the check in the Watch Commander’s log.
- Conduct Disciplinary Review Board (DRB) appeals.
- Conduct facility housekeeping inspections and follow-up.
- Evaluate and approve requests for emergency maintenance services.
- Encourage and participate in facility trainings and briefings.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los

Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-300 Sergeant

• • • • 2-01-310 Field Sergeant

RESPONSIBLE TO: Watch Commander

WORK SCHEDULE: Seven day post (2200-0600; 0600-1400; 1400-2200)

GENERAL DUTIES:

The Field Sergeant is responsible for the overall operation of their assigned modules during their shift. The Field Sergeant shall communicate and coordinate with the watch sergeant to enhance the overall operation of the facility.

SPECIFIC DUTIES:

- Ensure all posts are adequately manned. Shall actively supervise personnel assigned to their modules and be accountable for their actions and the efficient operation of the modules.
- Review entries made in the Electronic Uniform Daily Activity Log (e-UDAL) for accuracy and completeness. Acknowledge this review by electronically signing the appropriate page towards the end of shift.
- Ensure that personnel complete and log all security checks of their assigned modules, including the dorms, offices, storage areas, hallways, roof area, and day rooms at least once during each shift.
- Assure a copy of the security check log was completed and delivered to the watch sergeant.
- Supervise routine operations and assume position of the incident commander in assigned modules.
- Responsible for security, cleanliness, and repair of assigned modules.
- Conduct personnel investigations regarding use of force as directed by the watch commander.
- Collect inmate request forms from the dorm mailboxes. Review and investigate inmate complaint forms and submit them to the watch commander.
- Review and approve all reports (SH-R-49, inmate injury reports, behavioral observation reports, and Inmate Report Tracking System (IRTS) reports).
- Conduct in-service training.
- Submit four Title 15 surveys per month.
- Acknowledge good job performance by personnel and counsel personnel regarding poor job performance. Advise personnel of measures to take to correct and/or improve minor problems.
- Check the module E-Row populations for appropriate housing. Assure the module ranger corrects any discrepancies.
- Conduct the Disciplinary Review Board (DRB) hearings.

- Assure there is appropriate supervision in the Inmate Processing Area (IPA) for all incoming lines, court return inmates and inmate worker searches.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-320 Operations Sergeant

RESPONSIBLE TO: Operations Lieutenant

WORK SCHEDULE: Flex

GENERAL DUTIES:

The operations sergeant assists the operations lieutenant in the overall operation of the unit, under the direction of the unit commander.

SPECIFIC DUTIES:

- Reviews reports, memoranda, and correspondence prepared by unit personnel or received from other units, and approves/responds/routes accordingly.
- Maintains liaison with the operations staff of other custody facilities and other units whose operations interact with this facility.
- Coordinates the transfer of incoming and outgoing personnel.
- Monitors sworn and civilian item control.
- Administers the employee fund.
- Assists the operations lieutenant in the coordination of the facility Risk Management Plan.
- Monitors employees on Injury on Duty (IOD) status and maintains liaison with their doctors.
- Supervises unit clerical staff.
- Acts as the assistant facility coordinator for the Americans with Disabilities Act.
- Counsels' employees on a myriad of career related issues.
- Processes subpoena's and court orders.
- Coordinates the facility's response to civil claims.
- In emergent situations, functions in a line capacity wherever needed.
- Has input in the following reports:
- Monthly Management Report
    - Command Accountability Reporting System (CARS) Report

- Risk Management Report
- Weekly Absence Follow-Up Report
- Personnel Inquiry Report
- Monthly Force Analysis Report

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-330 Training and Scheduling Sergeant

RESPONSIBLE TO: Operations Lieutenant

WORK SCHEDULE: Flex

GENERAL DUTIES:

The Training and Scheduling Sergeant is responsible for supervising and assisting the scheduling and training staff in their various job duties.

SPECIFIC DUTIES:

- Manage the updating and administration of the orientation program for newly assigned personnel.
- Develop and conduct specific training that reflects the goals and needs of the facility.
- Maintain liaison with department training personnel and other law enforcement and military training experts.
- Coordinate the scheduling and implementation of the Custody Division Training plan.
- Provide in-service training as required by applicable laws and regulations.
- Provide specific in-service training for mobilization, response, and tactics as it applies to the Emergency Response Team (ERT).
- Coordinate requests for departmental and non-departmental training.
- Maintain unit and departmental training records.
- Assist in the selection of training officers and review their written work product, e.g. training evaluations.
- Monitor the progress of personnel on training status and have periodic meetings with the training officers and trainees.
- Maintain training resources, e.g. training videos, handouts, and electronic copies of training materials.
- Maintain/supply all tactical additional equipment and special gear for the ERT, as needed.
- Promote unit level training related to patrol.
- Arrange training for personnel through departmental training resources and coordinate the training

schedules with the scheduling unit.
- Observe line functions to coordinate needed training.
- Publish training notices and class availability.
- Solicit requests for training from sworn and civilian personnel.
- Maintain direct supervision of the scheduling and training staff.
- Supervise the assignment of shift positions and schedules and maintain a plan for future staffing requirements.
- Maintain a record of monthly overtime expenditures for reporting purposes.
- Review and approve Personnel, Staffing, and Overtime (PSO) management reports.
- Responsible for the scheduling and overtime expenditures of the supervisors assigned to North Facility.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

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• • • • 2-01-340 Watch Sergeant

RESPONSIBLE TO: Watch Commander

WORK SCHEDULE: Seven day post (2200-0600; 0600-1400; 1400-2200)

GENERAL DUTIES:

The Watch Sergeant is responsible for the overall operation of the facility during their shift, under the direction of the watch commander. The Watch Sergeant shall communicate and coordinate with the watch commander to enhance the overall operation of the facility.

SPECIFIC DUTIES:

- Assist the watch commander in all facets of facility operation.
- Maintain the watch commander log, noting facility inmate counts, significant events, briefings, facility inspections, security checks, and sick call-ins.
- Review the daily in-service sheets prior to the shift, making corrections as needed. Ensure completion of the Daily Time Sheet and the Emergency Response Team (ERT) rosters.
- Maintain, review, and initial the sergeant’s office key safe log.
- Coordinate with the field sergeants relative to jail-wide activities to ensure proper coverage.
- Review and initial the Main Control Key Log, Facility Visitor Log and TASER Log.
- Review and approve the facility Daily Activity Log (EM shift).

- Ensure timely and proper processing of reports, including any necessary corrections that need to be made.
- Designate a deputy on every shift to conduct a thorough exterior perimeter check of the facility. These security checks shall be logged in the watch commander's log.
- Coordinate all radio car runs with the watch deputy.
- Coordinate and prepare briefings for the entire facility.
- Control and monitor entries of evidence into Property Evidence Laboratory Information Management Systems (PRELIMS).
- Notify the watch commander of any emergent situations. Respond to main control to monitor the situation and provide input as needed.
- Coordinate a random audit of a Title 15 inmate safety check once per shift and log in the watch commander's log.
- Monitor the use of county vehicles assigned to the facility and maintain the vehicle board in the sergeant's office.
- Maintain liaison with Operation Safe Jails (OSJ) regarding exchange of intelligence information.
- Monitor radio traffic.
- Notify the watch commander, operations sergeant and scheduling office of call-ins pertaining to long term absentees, Injured on Duty (IOD) claims, illnesses, and off-duty injuries.
- Notify the scheduling office of errors found on the daily in-service sheets.
- Perform the duties of the watch commander in their absence.
- Review and sign all overtime and call-in time off requests.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

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• • • 2-01-400 Bonus Deputy

• • • • 2-01-410 Supervising Line Deputy

RESPONSIBLE TO: Watch Sergeant and Field Sergeant

WORK SCHEDULE: Seven day post (2200-0600; 0600-1400; 1400-2200)

GENERAL DUTIES:

The Supervising Line Deputy is responsible for assisting the field sergeants in the overall operation of the modules during their shift. The Supervising Line Deputy shall communicate and coordinate with the field sergeants to enhance the overall operation of the facility. The Supervising Line Deputy shall serve as a liaison

between line personnel and the sergeants.

SPECIFIC DUTIES:

- Shall actively supervise personnel assigned to the modules and be held accountable for their actions and the efficient operation of the modules.
- Report significant incidents to the appropriate field sergeant.
- Ensure security checks are made at intervals that do not exceed [REDACTED TEXT]
- Supervise and assist in the investigation and handling of major incident reports (SH-R-49), complaint reports, inmate injury reports, behavioral observation reports, and Inmate Report Tracking System (IRTS) reports. Review the report for any spelling errors, typographical issues or missing information. Ensure corrections are made prior to submission.
- Review entries made in the Electronic Uniform Daily Activity Log (e-UDAL) for accuracy, completeness, and appropriate activities. Acknowledge this review by electronically signing the appropriate page towards the end of shift.
- Acknowledge good job performance by personnel and counsel personnel regarding poor job performance. Advise personnel of measures to take to correct and/or improve minor problems.
- Assure there is appropriate supervision in the Inmate Processing Area (IPA) for all incoming lines, court return inmates, and inmate worker searches.
- Supervise and assist module personnel, as needed, during counts, inmate feeding, conducting store, clothing exchange, and all other inmate activities.
- Conduct in-service training, as directed by the field or watch sergeant.
- Ensure that the module’s mail and inmate request forms are properly processed and forwarded to the appropriate location.
- Act as the field sergeant when directed to do so.
- Ensure shift reliefs are conducted on time and all assigned personnel are accounted for. Notify the watch sergeant of any personnel changes.
- If there are any changes made to the Emergency Response Team (ERT) rosters that were posted at the beginning of the shift, notify module personnel of the changes.
- [REDACTED TEXT]
- [REDACTED TEXT]
- [REDACTED TEXT]
- [REDACTED TEXT]

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

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• • • • 2-01-420 Title 15 Supervising Line Deputy

RESPONSIBLE TO: Operations Sergeant

WORK SCHEDULE: Flex

GENERAL DUTIES:

The Title 15 Supervising Line Deputy is responsible for the overall Title 15 operations of the unit.

SPECIFIC DUTIES:

- Oversees the Title 15 requirements for the facility.
- Maintains liaison with personnel including, but not limited to, the following:
  - Religious and Volunteer Services
  - Education Based Incarceration
  - Inmate Services
  - Laundry Services personnel
  - Canteen Corporation personnel
  - Classification personnel
  - Utility personnel
  - Medical Services
- Manages weekly, monthly, quarterly, and yearly reports including, but not limited to, the following:
  - Injury/Illness Prevention Program (IIPP)
  - Title 15 Interviews
  - Education Based Incarceration (EBI) Statistics
  - Outdoor Recreation
  - Impact Reports
  - Fire Inspection
  - Material Safety Data Sheets (MSDS)
  - Exception Reports
  - California Environmental Reports
  - Title 15 Closed Circuit Television (CCTV) Audits
- Prepares for the yearly inspections including, but not limited to, the following:
  - Board of State and Community Corrections
  - Security Inspections
  - Health Inspections
  - Injury/Illness Prevention Program (IIPP)
  - Pre-Command Inspection
  - Command Inspection
  - Laundry Inspection
  - Food Services

- Attend monthly Title 15 meetings.
- Attend quarterly laundry meetings.
- Acts as the North Facility safety officer.
- Acts as the Return to Work Mentor.
- Acts as the North Facility Terrorist Liaison Officer.
- Monitor and train personnel quarterly regarding Title 15.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

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• • • 2-01-500 Deputy

• • • • 2-01-505 Clinic Deputy

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line Deputy

WORK SCHEDULE: Five day post, Monday through Friday (0600-1400)

GENERAL DUTIES:

The Clinic Deputy is assigned to the module two main clinic to provide security and supervise inmates for the medical staff during sick call, pill call, doctor/dermatology line and all medical treatments.

SPECIFIC DUTIES:

- Communicable disease protective equipment kits are maintained in the main armory and in each of the module armories. It shall be the responsibility of the Clinic Deputy to inspect these kits daily to ensure they are present and sealed. If the kits are not sealed, they shall be rotated or refreshed as needed and resealed.
- Disinfect the module two main clinic daily.
- Obtain a list of all inmates that need to be seen by nursing staff in the main clinic. The Clinic Deputy will go to the respective modules and escort those inmates from their modules to the main clinic. Once they are finished, the Clinic Deputy shall escort them back to their housing assignments.
- Supervise the doctor’s line on day shift, Monday through Friday.
- Supervise the dermatology line every Friday on day shift.
- Ensure that the proper documentation is being completed for all inmates that are seen by nursing staff.
- Coordinate with the watch deputy and deliver all necessary paperwork in the event of a medical radio

car run or transport by the Medical Transport Team.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

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• • • • 2-01-510 Inmate Processing Area (IPA) Deputy

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line Deputy

WORK SCHEDULE: Seven day post (0700-1500; 1500-2300)

GENERAL DUTIES:

The Inmate Processing Area (IPA) Deputy is responsible for conducting and overseeing the processing and searching of inmates in the IPA.

SPECIFIC DUTIES:

- Performs a security check of the IPA building, kitchen/laundry building, briefing/records trailer and all areas surrounding these buildings. Complete a security check log detailing the results of the security checks.
- Identify inmates who are incompatible with North Facility housing and ensure they are returned to the facility of origin. All changes to incoming lines shall be communicated to the watch deputy.
- Ensure that all IPA waist chains are sterilized at the end of each shift.
- Collect all wristband replacement forms. It shall be the responsibility of the IPA deputy to create all needed wristbands and deliver them to the appropriate module.
- Verify the identity of every inmate that arrives on an incoming line or court bus.
- Assist in escorting inmates to their respective housing assignments.
- Retain all necessary incoming and court paperwork in the IPA office.
- Assist the modules with personnel deficiencies as needed.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect

and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-515 Module Control Officer (MCO)

RESPONSIBLE TO: **Watch Sergeant, Field Sergeant, and Supervising Line Deputy**

WORK SCHEDULE: **Seven day post (2300-0700; 0700-1500; 1500-2300)**

GENERAL DUTIES:

The Module Control Officer is responsible for the modules disciplinary housing cells (E-Row), maintaining all necessary paperwork, and controlling access to the module.

SPECIFIC DUTIES:

- Ensure that all Module Control Office (MCO) doors are kept locked and secured except as necessary to permit entry or exit by authorized personnel.
- Control all access into and out of the module and dormitory control booths (DCO). Prowlers and rangers will be used to transport items between the MCO and DCO's when necessary.
- Maintain the module count sheet with accurate counts and document all movement that occurs.
- Record all module counts that occur on the module count sheet and call the total count into main control when the count is complete.
- Account for and maintain security over all module key blocks (module control, prowler and ranger).
- Document all required information into the electronic Uniform Daily Activity Log (e-UDAL).
- Maintain all necessary paperwork for the module including transfer paperwork and court lists.
- Maintain a binder of all discipline paperwork. All paperwork should be placed in the binder and maintained for the duration of the inmates' time in E-Row. At the completion of the inmates' time in E-Row, the Module Control Officer shall be responsible for submitting the paperwork to the secretaries for retention.
- Maintain an accurate count of the inmates logged out of the Automated Justice Information System (AJIS) into movement codes such as court or visiting. The Module Control Officer will be required to utilize the "MC03" screen in AJIS to log the inmates back into their dorms when they return to the module.
- Ensure that all module waist chains are cleaned/sterilized at the end of each shift. The cleaning/sterilizing process shall be logged into the e-UDAL.
- [REDACTED TEXT]
- Monitor all closed circuit television (CCTV) footage.
- Monitor all radio communications.
- Coordinate all inmate visits and video conferences within the module.
- Provide visual security for the medical room, multipurpose room and hallway.
- Order module supplies from ranger 5 as needed.
- Perform a check of all systems inside the MCO and report any deficiencies in the e-UDAL.

- At the direction of a supervisor, conduct an audit of one random Title 15 security check by viewing the CCTV footage. Report the necessary information regarding the security check to a supervisor so it can get entered into the watch commander's log.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

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• • • • 2-01-520 Module Ranger A and B

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line Deputy

WORK SCHEDULE: Seven day post (2300-0700; 0700-1500; 1500-2300)

GENERAL DUTIES:

The module ranger A or B is responsible for assisting the module ranger with supervising and providing security for the inmates housed within the module. They shall coordinate with the assigned personnel to ensure the smooth operation of the module

SPECIFIC DUTIES:

- Provides interior security for assigned module.
- Assists the dormitory control officer and the module control officer as needed in performing scheduled duties of interior dormitory functions.
- Prowls assigned module and supervises activities of inmates assigned to that module.
- Assists in conducting counts.
- [REDACTED TEXT]
- [REDACTED TEXT]
- Assist the sergeants with the Disciplinary Review Boards.
- Perform searches of the civilian/inmate visiting area for contraband.
- Assist with all inmate movement in and out of the module.
- Confirm that the multi-purpose room hand wash station has hot water, paper towels, and soap for use by food serving inmates.
- Ensure that all inmate vending machines are in working order and have not been vandalized.
- Identify any maintenance issues within the module and ensure that it is documented in the electronic Uniform Daily Activity Log (e-UDAL). Submit any maintenance requests as needed.
- Ensure module cleanliness is maintained.
- Assist the module ranger with the hiring and firing of inmate line servers.

- Provide security for medical personnel, civilian personnel, and volunteers.
- Provide security for the medical staff while they conduct pill and sick call. Deputy personnel shall assist medical staff by making a reasonable effort to ensure the inmate ingests the medication.
- Supervise the inmate workers while they serve inmate meals and ensure all trays and serving utensils are collected and returned to the utility officer.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

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• • • • 2-01-525 Module Ranger

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line Deputy

WORK SCHEDULE: Seven day post (2300-0700; 0700-1500; 1500-2300)

GENERAL DUTIES:

The Module Ranger is responsible for assisting the team leaders and supervisors in coordinating the operations of the module that they are assigned. It is the Module Rangers responsibility to ensure the efficient operation of the module.

SPECIFIC DUTIES:

- Perform a security check of the required areas in the module at the beginning of the shift and complete a security check log.
- Ensure that a proper roof check has been conducted at the beginning of each shift.
- Provide interior security for the assigned module.
- Supervise the activities of the inmates assigned to the module.
- Conduct all required counts with the assistance of the module prowlers.
- [REDACTED TEXT]
- [REDACTED TEXT]
- Assist the sergeant with the Disciplinary Review Board (DRB).
- Supervise all inmate visits and video conferences.
- Perform searches of the visiting areas and lobby for contraband.
- Conduct all inmate movement with the assistance of the module prowlers.
- Identify any maintenance issues within the module and ensure proper documentation in the electronic Uniform Daily Activity Log (e-UDAL).

- Ensure module cleanliness is maintained.
- Responsible for hiring and firing module inmate workers such as line servers.
- Provide security for medical personnel, civilian personnel and volunteers.
- Assist the module prowlers with providing security for the medical staff while they conduct pill call and sick call. Deputy personnel shall assist medical staff by making a reasonable effort to ensure the inmate ingests the medication.
- Supervise the inmate workers while they serve inmate meals and ensure all trays and serving utensils are collected and returned to the utility officer.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-530 Module Team Leader

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line Deputy

WORK SCHEDULE: Five day post (0700-1500; 1500-2300)

GENERAL DUTIES:

The Module Team Leader is responsible for assisting the supervisors in coordinating the operations of the module they are assigned to. These responsibilities are assigned and performed in conjunction with the other assigned duties such as a prowler, ranger, and/or training officer.

SPECIFIC DUTIES:

- Coordinate with other assigned personnel to accomplish the module daily duties, e.g., inmate security checks, chow reliefs, and supervising inmate meals.
- Identify issues regarding maintenance and cleanliness within their assigned module and coordinate the resolution of those issues.
- Communicate and coordinate with the other module team leaders to enhance the overall operation of North Facility.
- Take a proactive stance relative to the security and safety of the inmates and staff assigned to the module through the following measures:
    - Identifying “shot callers”
    - Cultivating informants
    - Identifying and attempting to diffuse inmate tensions and other potential problems

    - Locating and confiscating weapons and other contraband
- Responsible for communicating with the supervisors regarding non-routine inmate movement that takes place with the dorm, module or between other modules.
- Work in conjunction with Operation Safe Jails (OSJ) regarding inmate housing locations.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

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• • • • 2-01-535 Operations Deputy

RESPONSIBLE TO: Operations Sergeant

WORK SCHEDULE: [REDACTED TEXT]

GENERAL DUTIES:

The Operations Deputy is responsible for assisting the operations sergeant in the overall operation of the unit, under the direction of the unit commander. The Operations Deputy is responsible for a wide variety of operational tasks and projects. The duties of the Operations Deputy are varied and designed to be flexible.

SPECIFIC DUTIES:

- **Assist the operations sergeant in the review and preparation of documents relative to unit operations.**
- **Ensure that the facility meets all Title 15 operational requirements and all other legal and Departmental mandates.**
- **Coordinate unit response for Command Inspection. Coordinate and assist with all pre-inspections. Host the Manuals, Reports, and Public Information plan pre-inspection.**
- **Prepare the Chief's Monthly Analysis report.**
- **Manage, train, and add new users to the Sheriff's Data Network (SDN), and Automated Jail Information System Network (AJIS). Develop computer applications, provide technical support, and coordinate repair for all computer equipment.**
- **Prepare memorandums on various topics for Unit Commander's signature.**
- **Provide analysis on various Departmental and Divisional Reports.**
- **Assist the Unit Commander in preparation for the Sheriff's Critical Incident Forum (SCIF).**
- **Update and maintain all social media sites and the intranet for North Facility**
- **Update and maintain all duty statements and unit orders.**

- **Assist the operations sergeant with administering the unit fund.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-540 Ranger 5

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line Deputy

WORK SCHEDULE: Seven day post (2300-0700; 0700-1500; 1500-2300)

GENERAL DUTIES:

Ranger 5 is responsible for the security and control of the inmates assigned to the utility work group. They shall be responsible for the cleanliness and appearance of the facility as well as the delivery of all inmate meals from the South Facility Ranch Kitchen to the modules. Ranger 5 will work closely with the utility officer to ensure all tasks are completed.

SPECIFIC DUTIES:

- **Perform a security check of the required areas once per shift and complete a security check log.**
- **Pick up the utility work crew from their housing location as early as possible in the shift. Check all work crew assignments and compare with the work crew roster, assuring the correct worker is leaving for his assignment. Always count the number of workers leaving the module. Leave a copy of the list of workers checked out with the affected Dormitory Control Office (DCO) and Module Control Office (MCO).**
- **Maintain immediate security of assigned inmates at all times.**
- **Pick up the food truck from the South Facility Ranch Kitchen.**
- **Retrieve and return serving utensils to a Ranch Kitchen staff member. Verify the count and condition of the utensils.**
- **Supervise the inmate work crew while they off-load all food carts and drinks from the food truck at the rear of each module and place them in the rear sally port of each module. This is to be done one module at a time.**
- **Responsible for checking the temperature of all incoming food and drinks. After the food has been delivered to the modules, the temperatures of all the food and drinks shall be reported to the watch deputy, module control officers and dorm control officers to be logged into the electronic Uniform Daily Activity Log (e-UDAL) and the facility Daily Activity Log.**

- **Pick up and deliver copies of each inmate meal menu to the modules to ensure that the proper number of each food item was delivered.**
- **Maintain strict accountability of serving utensils issued to each module. Utensils shall not be left locked in the rear sally ports.**
- **Remove food carts and drink containers from all rear module sally ports immediately after the meal has been served.**
- **Supervise the cleanup of the rear sally ports of the modules.**
- **Supervise trash pick-up and compaction.**
- **Work crews will be dressed in green suits and strip searched prior to their return to their housing location. Utilize the inmate processing area personnel to affect the search of the work crews and assist as needed.**
- **Work crews reporting to and from work will do so through the rear sally port of the module.**
- **Work crews are not to mingle or communicate with any other inmates while working.**
- **Work with the utility officer and determine if there are any additional duties that need to be performed.**
- **Ensure that the utility inmate work crew does not access any administration building on the east side of the modules. They will only be allowed to access the front of the modules while supervised for trash and recycling collection as well as landscaping. Unless otherwise stated, the utility work crew shall remain in the areas at the rear of the modules or in the kitchen.**
- **Supervise the inmate work crew while they clean the interior of the kitchen area, inmate restroom, and staff restroom.**
- **Deliver the food truck back to the South Facility Ranch Kitchen once all food containers have been collected from the modules.**
- **Communicate with the utility officer on EM shift to ensure that the newspapers are delivered to the modules.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-545 Ranger 6

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line Deputy

WORK SCHEDULE: Seven day armed post (2300-0700; 0700-1500; 1500-2300)

GENERAL DUTIES:

Ranger 6 is responsible for gate and perimeter security, as well as all vehicles assigned to North Facility. Ranger 6 shall be armed and wear the appropriate safety equipment which includes the following:

- **gun belt**
  - **ammunition case and ammunition**
  - **baton and holder**
  - **handcuffs and case (second pair optional)**
  - **keeper straps**
  - **key ring holder**
  - **knife and case (optional)**
  - **Oleoresin Capsicum "OC" spray canister and holder**
  - **radio holder**
  - **service firearm and holster**
- **hobble restraint (optional)**
- **protective vest (recommended)**

SPECIFIC DUTIES:

- **Conduct contraband inspections of visitors' purses, briefcases, case files and bags prior to their entry into the facility on a random basis.**
- **Persons to be contacted and items searched shall include, but are not limited to:**
  - **Local, state, and federal government employees**
  - **Attorneys**
  - **Chaplains**
  - **Persons entering North Facility via the pedestrian/vehicle gates**
- **Information regarding the search shall be reported to the watch deputy and logged into the facility Daily Activity Log. This information shall include the time, name of person searched, and results of the search**
- **Assist with dorm searches and provide relief for various fixed positions as needed or as directed by a supervisor.**
- **Monitor the fuel levels and cleanliness of the facility vehicles. When conditions warrant and time permits, the vehicles will be fueled and washed at the Motor Pool.**
- **Complete a Driver's Tour of Duty Equipment Record Sheet (SH-CR-159) at the beginning of each shift on the vehicle you will be using and turn it into the watch sergeant.**
- **Check the vehicle board in the sergeant's office and ensure that the board accurately depicts what vehicles are present and assigned to the facility.**
- **Conduct security checks around the perimeter fence line of North Facility and report the results of the perimeter check to the watch deputy.**
- **Assist ranger 7 with inmate transports or transfers to other facilities.**
- **In the event that ranger 7 is not staffed, it is the responsibility of Ranger 6 to assume all of ranger 7 duties.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-550 Ranger 7

RESPONSIBLE TO: **Watch Sergeant, Field Sergeant, and Supervising Line Deputy**

WORK SCHEDULE: **Seven day armed post (2300-0700; 0700-1500; 1500-2300**

GENERAL DUTIES:

Ranger 7 is responsible for providing armed mobile security for North Facility. Ranger 7 shall be armed and wear the appropriate safety equipment which includes the following:

- **gun belt**
  - **ammunition case and ammunition**
  - **baton and holder**
  - **handcuffs and case (second pair optional)**
  - **keeper straps**
  - **key ring holder**
  - **knife and case (optional)**
  - **Oleoresin Capsicum "OC" spray canister and holder**
  - **radio holder**
  - **service firearm and holster**
- **hobble restraint (optional)**
- **protective vest (recommended)**

SPECIFIC DUTIES:

- **Conduct security checks around the perimeter fence line of North Facility and report the results of the perimeter check to the watch deputy.**
- **Respond to requests for security checks as directed by the watch deputy or a supervisor.**
- **[REDACTED TEXT]**
- **[REDACTED TEXT]**

- **Ranger 7 may only leave the ranch property with the watch commander's approval. Only one ranger unit may be off the ranch property at one time unless approved by a watch commander.**
- **Assist with dorm searches and provide relief for various fixed positions as needed or as directed by a supervisor.**
- **Complete a Driver's Tour of Duty Equipment Record Sheet (SH-CR-159) at the beginning of each shift on the vehicle you will be using and turn it into the watch sergeant.**
- **Conducts the transport or transfer of inmates between North Facility and other ranch facilities (e.g., medical housing, permanent housing transfers, x-rays, special program housing).**
- **Conducts the transport of inmates from North Facility to other county facilities (e.g., bond releases, medical housing or treatment, expired releases).**
- **[REDACTED TEXT]**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-555 Ranger 8

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line Deputy

WORK SCHEDULE: Five day armed post (0700-1500; 1500-2300)

GENERAL DUTIES:

Ranger 8 is responsible for gate and perimeter security, as well as, searching all vehicles entering and exiting North Facility. Ranger 8 shall be armed and wear the appropriate safety equipment which includes the following:

- **gun belt**
  - **ammunition case and ammunition**
  - **baton and holder**
  - **handcuffs and case (second pair optional)**
  - **keeper straps**
  - **key ring holder**
  - **knife and case (optional)**
  - **Oleoresin Capsicum "OC" spray canister and holder**
  - **radio holder**

- service firearm and holster

- **hobble restraint (optional)**
- **protective vest (recommended)**

SPECIFIC DUTIES:

- **Search vehicles for possible security violations, e.g., escaping inmates, contraband entering and/or leaving North Facility.**
- **Information regarding the search including the time, name of person searched, vehicle information, and results of the search shall be reported to the watch deputy to be logged into the facility Daily Activity Log.**
- **All vehicle searches and similar security related activities will be entered in a log maintained at the Ranger 8 guard post.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-560 Title 15 Deputy

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line Deputy

WORK SCHEDULE: Seven day post (2300-0700; 0700-1500; 1500-2300)

GENERAL DUTIES:

The Title 15 Deputy is responsible for conducting Title 15 security checks in the inmate housing areas and ensuring Title 15 requirements are being met for all inmates housed at PDC North Facility. There a total of four Title 15 Deputies on each shift that are divided into two teams. Each team consists of two deputies that are assigned to two modules. Team 1 is assigned to Modules 1-2. Team 2 is assigned to Modules 3-4.

SPECIFIC DUTIES:

- **[REDACTED TEXT]**
- **[REDACTED TEXT]**
- **Security checks shall include inspecting the inmates for obvious signs of distress such as bleeding, trauma, visible injuries, discomfort, and choking.**

- **Security checks conducted after lights out shall ensure inmates are alive and well by observing signs of life such as breathing. Should there be any doubt regarding an inmate's condition, staff shall attempt to elicit a response from the inmate. If unable to elicit a response, a supervisor and medical staff shall be requested.**
- **All security checks shall be documented by utilizing a hand held scanner to scan the bar coded check points. If the scanner is not operating properly, all security checks shall be logged into the Electronic Uniform Daily Activity Log (e-UDAL).**
- **Assist the module personnel as needed during facility emergencies and activations. However, absent exigent circumstances, a Title 15 Deputy shall maintain his post and hourly safety check responsibilities.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-565 Title 15/Laundry Deputy

RESPONSIBLE TO: Title 15 Supervising Line Deputy

WORK SCHEDULE: Five day post, Monday through Friday (0600-1400; 1400-2200)

GENERAL DUTIES:

The Title 15 Laundry Deputy is responsible for ensuring that Title 15 laundry requirements are met for all inmates housed at North Facility by supervising an inmate work crew and coordinating the distribution and ordering of linen, shoes, and mattresses.

SPECIFIC DUTIES:

- **Pick up the laundry truck at South Main Laundry front dock and deliver to North Facility.**
- **Pick up the laundry work crew from their housing location as early as possible in the shift. Check all work crew assignments and compare with the work crew roster, assuring the correct worker is leaving for his assignment. Always count the number of workers leaving the module. Leave a copy of the list of workers checked out with the affected Dormitory Control Officer (DCO) and Module Control Officer (MCO).**
- **Work crews will be dressed in green jumpsuits and strip searched prior to their return to their housing location. Utilize inmate processing area personnel to affect the search of the work crews and assist as needed.**
- **Conduct an hourly count of all inmates assigned to the laundry work crew.**

- **Ensure that the linen to be exchanged each day is clean, rolled, and in carts, ready for delivery.**
- **Deliver the clean linen to be exchanged to all the modules on the proper days. Clear both yards prior to delivery and secure both yards after delivery. Pick up all dirty laundry from the modules.**
- **Ensure that all inner wear (t-shirt, socks, and boxer briefs) are exchanged twice per week, all outerwear (jumpsuit, towel, and sheet) are exchanged once per week and all blankets are exchanged no less than once every three months.**
- **Supervise the inmate laundry work crew while they unload the clean laundry from the laundry truck and load the dirty laundry. All laundry work crew inmates shall have medical exam gloves, masks, and gowns available for loading the dirty laundry. The Laundry Deputy is responsible for keeping an inventory of all incoming clean laundry from the laundry truck.**
- **Supervise the cleaning and disinfecting of all laundry carts.**
- **Conduct a count of the inmate laundry crew immediately after the truck is done being loaded prior to taking it back to South Main Laundry.**
- **Take the laundry truck back to the South Main Laundry rear dock.**
- **Determine what laundry needs to be folded each day to maintain an inventory of clean linen ready for laundry exchanges.**
- **Supervise the inmate laundry work crew as they sort, fold, and roll linen.**
- **Deliver any linen, shoes, and mattresses to the modules per need and request.**
- **Order all linen, shoes, property bags, and mattresses needed for the North inmate population from South Main Laundry.**
- **Ensure that the Inmate Processing Area (IPA) has all the clean linen and property bags needed for processing incoming and court return inmates.**
- **Keep a storage of clean new linen for special circumstances such as an infestation, quarantine, or Methicillin-resistant Staphylococcus aureus (MRSA) diagnosis.**
- **Supervise the inmate laundry work crew while they clean and disinfect the laundry area at the end of every shift.**
- **Contact the classification officer when any inmate worker is released or transferred so they can hire a replacement.**
- **Maintain immediate security of assigned inmates at all times.**
- **Work crews reporting to and from work will do so through the rear sally port of the module.**
- **Work crews are not to mingle or communicate with any other inmates while working.**
- **Work with the laundry officer and determine if there are any additional duties that need to be performed.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

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• • • • 2-01-570 Training Deputy

RESPONSIBLE TO: Training and Scheduling Sergeant

WORK SCHEDULE: Flex

GENERAL DUTIES:

The Training Deputy is responsible for planning, organizing, tracking, and coordinating training that is received by all personnel.

SPECIFIC DUTIES:

- **Facilitate any training by providing the shift sergeants with support and by obtaining the required logistical items.**
- **Collect and process all in-service training rosters and submit them to the Custody Training Unit (C.T.U.) and store for future records.**
- **Participate in as many in-service training classes as duties permit.**
- **Coordinate with the line sergeants to ensure that all personnel participate in mandatory training. Accurate records must be kept to ensure the facility complies with department policy.**
- **Schedule and record Standardized Training for Corrections (S.T.C.) training to ensure that this facility adheres to the state mandated requirements of 24 hours of training per deputy and custody assistant.**
- **Maintain and update trainee and training officer rosters.**
- **Coordinate the trainee orientation day.**
- **Prepare training packets and present them to the trainees during the facility orientation.**
- **Review and store all completed training packets and trainee evaluations.**
- **Forward all training records to the new unit of assignment when the employee is transferred.**
- **Assist in maintaining proper ordinance and weekly inventories of the Emergency Response Team (ERT) armories.**
- **Maintain the file cabinet located in the training office. The files should be organized and purged as necessary.**
- **Assist the line sergeant in dorm searches, in-service training, and ERT drills.**
- **Maintain communications with sources of training information such as the Custody Division training staff.**
- **Track and update all recurrent briefings in the Scheduling Management System (SMS).**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • **2-01-575 Watch Deputy**

RESPONSIBLE TO: **Watch Sergeant, Field Sergeant, and Supervising Line Deputy**

WORK SCHEDULE: **Seven day post (2300-0700; 0700-1500; 1500-2300)**

GENERAL DUTIES:

The Watch Deputy is responsible for the overall functions and security of North Facility.

SPECIFIC DUTIES:

- **Distributes and logs facility keys out to shift personnel.**
- **Monitors and controls access into the facility.**
- **Maintains a civilian sign-in log and issues the proper badges to visitors.**
- **Maintains facility count, movement logs, and key logs.**
- **Answer incoming telephone calls for the facility and transfers calls as needed.**
- **Prepares incoming and outgoing teletypes for distribution to the modules.**
- **Verifies, clears, and logs the facility count.**
- **Monitor radio communications.**
- **Coordinates emergency responses to the facility.**
- **Review inmate television schedule provided by Inmate Services and ensure designated programming is displayed on the television.**
- **Maintains all paperwork and teletypes in an orderly fashion.**
- **Provides visual security to the front of the modules during visiting days.**
- **Controls armory access.**
- **Perform daily shotgun checks.**
- **Purges the boards on the walls and places all paperwork into an envelope and labels it with the dates and contents and sends it to the secretaries.**
- **Contact Central Housing Unit (CHU) for teletypes regarding facility transfers.**
- **Maintain the main control office in a neat and orderly manner.**
- **Perform a security check of the scheduling trailer, administrative building (including the armory), and all areas surrounding these buildings and complete a security check log.**
- **Conduct an inventory of all Tasers and complete a Taser Inventory Log that is submitted to the Watch Sergeant before the end of shift.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration

(EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-600 Custody Assistant

• • • • 2-01-605 Classification Officer

RESPONSIBLE TO: Operations Sergeant

WORK SCHEDULE: Five day post, Monday through Friday, AM Shift

GENERAL DUTIES:

The Classification Officer is responsible for a wide variety of classification needs. They are responsible for ensuring that inmates are classified and housed in the appropriate locations. They also are responsible for hiring all inmate workers at North Facility.

SPECIFIC DUTIES:

- **Fill all vacancies in Module One D-Dorm (inmate worker dorm).**
- **Utilize the Automated Justice Information System (AJIS) as well as the Inmate Report Tracking System (IRTS) to determine the eligibility of each new pending inmate worker.**
- **Personally interview each inmate that is eligible for work. During the interview, the Classification Officer shall be screening the inmate for abnormal behavior, general mental health, age, medical issues, gang affiliation, and tattoos.**
- **Explain the Good Time/Work Time process to the eligible inmate and determine their desire to work. Assign the inmate a job and make arrangements to house the inmate in the worker dorm.**
- **Creates inmate movement lists for various reasons such as medical, security level changes, and demographics. Ensure that the affected personnel receive the lists and the movement gets conducted.**
- **Maintain an accurate list of all North Facility work crews and inmates assigned to those work crews.**
- **Take a photograph of each inmate that is placed on a work crew and maintain a binder of all inmate work crew photographs. Place the photographs on the shared files for access by all personnel.**
- **Utilize the Custody Automated Reporting and Tracking System (CARTS) to respond to inmate requests regarding classification issues.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los

Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-610 Dental Officer

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line Deputy

WORK SCHEDULE: Variable Schedule, Monday through Friday (0700-1500)

GENERAL DUTIES:

The Dental Officer is assigned to the module three dental office to provide security and supervise inmates for the dental staff during all dental procedures and treatments.

SPECIFIC DUTIES:

- **Obtain a list of all inmates that require treatment by dental staff in the module three dental office. The Dental Officer will go to the respective modules and escort those inmates from their modules to the module three dental office. Once they are finished, the Dental Officer will escort them back to their housing assignments.**
- **Provide the proper dental forms to the inmates and ensure they are completed correctly.**
- **Upon completion of all dental procedures and treatments, notify a supervisor.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-615 Desk Officer

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line Deputy

WORK SCHEDULE: Seven day post (2200-0600; 0600-1400; 1400-2200)

GENERAL DUTIES:

The Desk Officers primary duty is to assist the Watch Deputy with the overall functions and security of North Facility.

SPECIFIC DUTIES:

- **Assist with monitoring radio traffic.**
- **Answer incoming telephone calls for the facility and transfer calls as needed.**
- **Distribute documents and other items to the module control officers.**
- **Review inmate television schedule provided by Inmate Services and ensure designated programming is displayed on the television.**
- **Distributes and logs facility keys out to shift personnel.**
- **Prepares the key logs, civilian visitor logs, outgoing line list, outgoing court line list and other required documents/reports.**
- **Log all civilian visitors into the visitors log and issue the appropriate facility guest pass.**
- **Maintain the main control office in a neat and orderly manner.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-620 Dormitory Control Officer (DCO)

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line Deputy

WORK SCHEDULE: Seven day post (2300-0700; 0700-1500; 1500-2300)

GENERAL DUTIES:

The Dormitory Control Officer is responsible for the security and safety of the inmates assigned to his/her dorms.

SPECIFIC DUTIES:

- **Ensure that the Dormitory Control Office (DCO) door is kept locked and secured except as necessary to permit entry or exit by authorized personnel. Inmates will never be given the opportunity to gain access to the DCO, unless it has been electronically disabled by the module control officer and is directly supervised by a deputy. The dorm control officer is not to leave the DCO unattended except under exigent circumstances.**

- **Maintain accurate counts in both dorms and document all movement that occurs in the electronic Uniform Daily Activity Log (e-UDAL).**
- **Communicate with the module control officer to ensure smooth operation of the module.**
- **Record all dorm counts and call the total dorm counts into the module control officer when the count is complete.**
- **Account for and maintain security over the DCO key block.**
- **Document all required information into the e-UDAL.**
- **Monitor all radio communications.**
- **Maintain visual security of the inmates housed in both dorms via the Closed Circuit Television (CCTV) and catwalk windows.**
- **Print a most current Automated Justice Information System (AJIS) inmate inventory audit for each dorm. The AJIS printout shall be compared to the e-UDAL and all discrepancies shall be reconciled.**
- **Perform a check of all systems inside their DCO and dorms and report any deficiencies in the e-UDAL. Submit any maintenance requests as needed.**
- **Maintain visual security of all inmate yard activities though frequent checks via the CCTV and catwalk yard observation window.**
- **Monitor various activities that occur in the dorms such as inmate feeding, laundry exchange, and inmate store.**
- **Prepare inmates for housing movement or any activities that occur outside of their dorm such as religious service, school, town hall meetings, etc.**
- **Distribute all incoming inmate mail to the dorms.**
- **Responsible for the security of the portable video cameras located in the DCOs. The dorm control officer shall check at the beginning of each shift to ensure that the portable video camera is present and operational. If it is not, the dorm control officer shall make proper notification and obtain a new portable video camera.**
- **Responsible for putting out proper radio traffic and video recording any incident that occurs in his/her dorms.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-625 Inmate Services Officer

RESPONSIBLE TO: Title 15 Supervising Line Deputy

WORK SCHEDULE: Five day post, Monday through Friday (0600-1400; 1400-2200)

GENERAL DUTIES:

The Inmate Services Officer is responsible for a wide variety of inmate needs. The duties of inmate services are varied and designed to be flexible.

SPECIFIC DUTIES:

- **Responsible for coordinating and/or administering indigent kits, barbering equipment, and recreational equipment.**
- **Responsible for searching, separating, logging and delivering all inmate mail to the modules.**
- **Responsible for searching, logging and delivering all books and legal mail to inmates on a daily basis.**
- **Responsible for maintaining a daily mail log and ensuring that all inmates receive their mail on a daily basis.**
- **Responsible for distributing re-routed mail and books that originate from other facilities.**
- **Responsible for ensuring that all inmate requests are reviewed and completed with appropriate responses.**
- **Responsible for maintaining inmate visiting slips, inmate discipline cards, and attorney/professional visitor slips.**
- **Responsible for administering various legal forms to inmates.**
- **Responsible for scanning requests/complaints into the Custody Automated Reporting and Tracking System (CARTS) and distributing to the appropriate units.**
- **Act as liaison for various inmate programs such as church services, inmate education, library services, canteen, Alcoholics Anonymous, and Narcotics Anonymous.**
- **Answers all inmate questions regarding court dates, release dates, state prison status, and out of county holds.**
- **Responsible for coordinating and writing the weekly television schedule for inmate viewing.**
- **Act as a liaison with county parole and state agencies.**
- **Act as a liaison when handling video conference appointments between the Public Defender's office, the District Attorney's office, and the individual modules.**
- **Order all Inmate Service supplies which include indigent kits, recreation equipment, barbering equipment, library books, legal forms, and any other supplies that may be needed.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-630 Maintenance Officer

RESPONSIBLE TO: Maintenance/Special Projects Supervising Line Deputy

WORK SCHEDULE: Five day post, Monday through Friday, Variable hours

GENERAL DUTIES:

The Maintenance Officer is responsible for coordinating all maintenance requests between North Facility and Facility Services Bureau. In addition, the maintenance officer will make a daily check of the facility grounds, note problem areas, and take appropriate corrective action.

SPECIFIC DUTIES:

- **Address emails from the facility staff about mechanical and maintenance deficiencies within the facility.**
- **Identify if the required repair can be handled by our maintenance staff. If not, contact Facility Services Bureau (FSB) and complete a work order.**
- **Troubleshoot maintenance issues around the facility and ensure that the correct FSB personnel responds to the issue in a timely manner.**
- **Coordinate the installations of upgrades and repairs around the facility.**
- **Contact vendors for many of the improvements and items purchased by the facility.**
- **Pick up orders from local vendors and tend to the completion of projects around the facility.**
- **Coordinate all landscaping projects and irrigation repairs with the utility officer and ranger 5.**
- **Maintain an accurate count of all tools assigned to North Facility utilizing the tool inventory sheets.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-635 MRSA Cleanliness Officer

RESPONSIBLE TO: Maintenance/ Special Projects Supervising Line Deputy

WORK SCHEDULE: Five day post, Monday through Friday, Day Shift

GENERAL DUTIES:

The MRSA Cleanliness Officer is responsible for the overall cleanliness of the facility to ensure the prevention of Methicillin-resistant Staphylococcus aureus (MRSA).

SPECIFIC DUTIES:

- **Pick up the inmates assigned to Work Group 5 from South Facility at the in-and-out shack.**
- **Supervise the inmates assigned to Work Group 5 while they clean the administration buildings. This includes all staff locker rooms, restrooms, briefing room, administrative offices, and main control.**
- **Maintain immediate security of assigned inmates at all times.**
- **Work Group 5 is not to mingle or communicate with any other inmates while working.**
- **Return the inmates from Work Group 5 to the in-and-out shack at South Facility.**
- **Assist the utility officer, ranger 5, maintenance officer, and maintenance/special projects supervising line deputy with the overall cleanliness of the facility and any special projects.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-640 Scheduling Officer

RESPONSIBLE TO: Training and Scheduling Sergeant

WORK SCHEDULE: Five day post, Monday through Friday, Variable hours

GENERAL DUTIES:

The Scheduling Officers are responsible for creating the facility schedule, preparing necessary reports and assisting the training and scheduling sergeant as needed regarding scheduling/personnel issues.

SPECIFIC DUTIES:

- **Gathers, reviews, and processes all line staff and administration timekeeping.**
- **Prepares daily and weekly Overtime Expenditure Tracking System (OETS) reports and weekly Personnel, Staffing, Overtime Management (PSO) reports.**
- **Prepares weekly staffing reports for the Commander.**
- **Prepares monthly personnel reports (sick/injured on duty, loan ins and outs, investigations, etc.).**
- **Maintains a sick call-in roster.**
- **Creates daily in-services.**
- **Processes and prioritizes all time off requests, swaps, schedule changes, and shift adjusts.**

- **Processes all Family and Military Leave Act (FMLA), Family School Partnership Act, and military leave requests.**
- **Maintains a 12 and 12 roster.**
- **Creates and processes monthly schedules.**
- **Maintains monthly work patterns.**
- **Assists the training deputies with scheduling all Standardized Training for Corrections (STC) training.**
- **Maintains a seniority roster.**
- **Schedules and maintains pre-scheduled vacation sign-ups.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-645 Title 15/Laundry Officer

RESPONSIBLE TO: Title 15 Supervising Line Deputy

WORK SCHEDULE: Five day post, Monday through Friday, (0600-1400; 1400-2200)

GENERAL DUTIES:

The Title 15 Laundry Officer is responsible for ensuring that Title 15 laundry requirements are met for all inmates housed at PDC North Facility by supervising an inmate work crew and coordinating the distribution and ordering of linen, shoes, and mattresses.

SPECIFIC DUTIES:

- **Assist the laundry deputy with picking up the laundry truck at South Main Laundry front dock.**
- **Pick up the laundry work crew from their housing location as early as possible in the shift. Check all work crew assignments and compare with the work crew roster, assuring the correct worker is leaving for his assignment. Always count the number of workers leaving the module. Leave a copy of the list of workers checked out with the affected Dormitory Control Officer (DCO) and Module Control Officer (MCO).**
- **Work crews will be dressed in green jumpsuits and strip searched prior to their return to their housing location. Utilize inmate processing area personnel to affect the search of the work crews and assist as needed.**
- **Conduct an hourly count of all inmates assigned to the laundry work crew.**

- **Keep a daily list of all inmate laundry workers.**
- **Ensure that the linen to be exchanged each day is clean, rolled and in carts, ready for delivery.**
- **Deliver the clean linen to be exchanged to all the modules on the proper days. Clear both yards prior to delivery and secure both yards after delivery. Pick up all dirty laundry from the modules.**
- **Supervise the inmate laundry work crew in the laundry area while they organize and stack the incoming clean laundry off the laundry truck. Ensure all clean laundry is stored off the ground.**
- **Supervise the distribution of cleaning supplies to the inmate workers for the cleaning and disinfecting of laundry carts and laundry sorting area.**
- **Conduct a count of the inmate laundry crew immediately after the truck is done being loaded prior to taking it back to South Main Laundry.**
- **Assist the laundry deputy while they return the laundry truck back to South Main Laundry rear dock.**
- **Supervise the inmate laundry work crew as they sort, fold, and roll linen.**
- **Ensure that the inmate laundry work crew receives meals and timely restroom breaks.**
- **Keep an inventory of large sized inmate inner and outer clothing per the inmate population needs.**
- **Ensure that the Inmate Processing Area (IPA) is cleaned after new inmate arrival and court returnee lines.**
- **Keep the back storage room clean, organized, and accessible.**
- **Ensure all cleaning supplies are returned and secured at the end of the shift.**
- **Supervise the inmate laundry work crew while they clean and disinfect the laundry area at the end of every shift.**
- **Contact the classification officer when any inmate worker is released or transferred so they can hire a replacement.**
- **Maintain immediate security of assigned inmates at all times.**
- **Work crews reporting to and from work will do so through the rear sally port of the module.**
- **Work crews are not to mingle or communicate with any other inmates while working.**
- **Work with the laundry deputy and determine if there are any additional duties that need to be performed.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-650 Utility Officer

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line

Deputy

WORK SCHEDULE: Seven day post (2300-0700; 0700-1500; 1500-2300)

GENERAL DUTIES:

The utility officer is responsible for the security and control of the inmates assigned to the inmate utility work group. The utility officer shall be responsible for the cleanliness and appearance of the facility, as well as the delivery of all inmate meals from the South Ranch Kitchen to the modules.

SPECIFIC DUTIES:

- **Pick up the utility work crew from their housing location as early as possible in the shift. Check all work crew assignments and compare with work crew roster, assuring the correct worker is leaving for his assignment. Always count the number of workers leaving the module. Leave a copy of the list of workers checked out with the affected Dormitory Control Officer (DCO) and Module Control Officer (MCO).**
- **Maintain immediate security of assigned inmates at all times.**
- **Supervise the inmate work crew while they off-load all food carts and drinks from the meal truck at the rear of each module and place them in rear sally port of each module. This is to be done only one module at a time.**
- **Responsible for checking the temperature of all of the incoming food and drinks. After the food has been delivered to the modules, the temperatures of all of the food and drinks will be reported to the watch deputy, module control officers and dorm control officers to be logged into the electronic Uniform Daily Activity Log (e-UDAL) and the facility Daily Activity Log.**
- **Maintain strict accountability of serving utensils issued to each module. Utensils shall not be left locked in the rear sally port by the Utility Officer or module staff. It is recommended that after the food is delivered to the back of the modules, the utensils be delivered to the MCO's through the front of the modules. Following the meal, this process can be reversed.**
- **Off-load food and drinks from the meal truck for the laundry crews at the north side of the Inmate Processing Area (IPA) building (AM shift only).**
- **Remove food carts and drink containers from all rear module sally ports immediately after the meal has been served.**
- **Supervise the cleanup of the rear sally ports of the modules.**
- **Supervise trash pick-up and compaction.**
- **Supervise loading of dirty food carts from the north side of the Processing Building onto the truck.**
- **Work crews will be dressed in green jump suits and strip searched prior to their return to their housing location. Utilize IPA personnel to affect the search of the work crews and assist as needed.**
- **Work crews reporting to and from work will do so through the rear sally port of the module.**
- **Work crews are not to mingle or communicate with any other inmates while working.**
- **Work with ranger 5 and determine if there are any additional duties needed to be performed.**
- **Ensure that the utility inmate work crew does not access any administration building on the east side of the modules. They will only be allowed to access the front of the modules while**

supervised for trash and recycling collection as well as landscaping. Unless otherwise stated, the utility work crew shall remain in the areas in the rear of the modules or in the kitchen.

- **Supervise the inmate work crew while they clean the interior of the kitchen area, inmate restroom and staff restroom.**
- **Communicate with ranger 5 on EM shift to ensure that the newspapers get delivered to the modules.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-700 Professional Staff

• • • • 2-01-705 Intermediate Typist Clerk (ITC)

RESPONSIBLE TO: Operations Sergeant

WORK SCHEDULE: Five day post, Monday through Friday

GENERAL DUTIES:

The Intermediate Typist Clerk is responsible for a wide variety of clerical work. All clerical responsibilities are divided between the numerous secretaries based on their job functions.

SPECIFIC DUTIES:

- **Answer incoming phone calls, direct calls, take messages, and provide information as necessary.**
- **Responsible for sorting and distributing incoming mail.**
- **Assist in the processing of various custody related reports requiring specialized knowledge of the Inmate Report Tracking System (IRTS), Los Angeles Regional Criminal Information System (LARCIS) and Facilities Automated Statistical Tracking (FAST) programs.**
- **Maintain and purge report files as per established procedures.**
- **Use the photocopier, fax machine, scanner, and computer to perform various duties.**
- **Assist inmate services in responding to inmate requests daily.**
- **Utilize the Custody Automated Reporting and Tracking System (CARTS) to track and respond to inmate requests.**
- **Enter data and maintain various tracking reports such as the daily inmate population, criminal**

statistics, and visiting statistics.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-710 Law Enforcement Technician (LET)

RESPONSIBLE TO: Operations Sergeant

WORK SCHEDULE: Five day post, Monday through Friday

GENERAL DUTIES:

The Law Enforcement Technician serves as the North Facility fleet coordinator. They are responsible for the transportation of all necessary items to and from the facility, as well as maintaining the vehicles assigned to North Facility.

SPECIFIC DUTIES:

- **Deliver and obtain county mail, time records and files, confidential files, funds, supplies, and all other needed items going to and from the Los Angeles area.**
- **Distribute county mail to the appropriate facility personnel daily.**
- **Assist the South Ranch Facility mail room and coordinate various county business deliveries and pick-ups.**
- **Maintain records for all vehicles assigned to North Facility.**
- **Responsible for fueling and maintaining the unit commander’s vehicle.**
- **Maintain and record the maintenance and inspections of all county vehicles assigned to North Facility and submit a report monthly.**
- **Deliver and pick-up North Facility vehicles from the motor pool for repairs, regular maintenance checks and/or as needed.**
- **Submit an inventory report of county vehicles assigned to North Facility semiannually.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is

required.

• • • • 2-01-715 Operations Assistant I (OAI)

RESPONSIBLE TO: Operations Sergeant

WORK SCHEDULE: Five day post, Monday through Friday

GENERAL DUTIES:

The Operations Assistant I is responsible for assisting the operational staff by providing routine administrative staff support functions. All clerical responsibilities are divided between the numerous secretaries based on their job functions.

SPECIFIC DUTIES:

- **Assign, track, and edit employee performance evaluations. Review finished copies for proper grammar, spelling, punctuation and format.**
- **Maintain and update the Employee Performance Evaluation Tracking System (EPETS).**
- **Prepare a variety of documents necessary to support operations including memos, letters, forms, charts and reports. Follow guidelines for correspondence as outlined in the Departmental Manual of Policy and Procedures. Preparation includes the use of various applications including but not limited to, Microsoft Word and Excel.**
- **Provide backup to cover the captain's secretary's desk in their absence.**
- **Forward employee jackets in the event an employee is transferred out of the facility.**
- **Review, process, and forward all subpoena requests to the appropriate personnel.**
- **Answer incoming phone calls, direct calls, take messages and provide information, as necessary.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-720 Operations Assistant II (OAII)

RESPONSIBLE TO: Operations Sergeant

WORK SCHEDULE: Five day post, Monday through Friday

GENERAL DUTIES:

The Operations Assistant II is responsible for assisting operational staff by analyzing and making recommendations for the solution of various issues including organization, systems and procedures, law enforcement programs, budget, or facility planning.

SPECIFIC DUTIES:

- **Responsible for the direct supervision of clerical support staff to ensure proper application of various program and quality of work product.**
- **Assist in the processing of various custody related reports requiring specialized knowledge of the Los Angeles Regional Criminal Information System (LARCIS) and Facilities Automated Statistical Tracking (FAST) programs.**
- **Responsible for the collection of statistical data and for compiling the Monthly Management Report and the Command Accountability Report System (CARS).**
- **Assist with miscellaneous administrative projects.**
- **Responsible for the facility budget.**
- **Serves as the facility buyer for all goods pertaining to maintenance and facility functionality, including office supplies for operational staff.**
- **Maintain weekly and monthly budget reports for Custody Services Division.**
- **Responsible for creating and entering purchase orders into the Electronic Countywide Accounting and Purchasing System (eCAPS).**
- **Responsible for receiving goods, matching invoices to packing slips and purchase orders, and submitting to Fiscal Administration for payment.**
- **Coordinate the repair and maintenance of office equipment.**
- **Prepare a variety of documents necessary to support operations including memos, letters, forms, charts, and reports. Follow guidelines for correspondence as outlined in the Departmental Manual of Policy and Procedures. Preparation includes the use of various applications including but not limited to, Microsoft Word and Excel.**
- **Assist operational staff in the overall coordination, planning, organization and staffing of the unit by participating in the recruitment, selection, and placement of qualified employees.**
- **May supervise a small clerical and/or operational support staff engaged in related work where responsibility for supervision is subordinate to the performance of the administrative work.**
- **Assist in preparing various reports for the facility such as the Sheriff's Critical Information Forum (SCIF), Sheriff's Electronic Criminal Document Archive (SECDA), Internal Controls Certification Program (ICCP) and the Command Inspection.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-725 Secretary V

RESPONSIBLE TO: Captain/Unit Commander

WORK SCHEDULE: Five day post, Monday through Friday

GENERAL DUTIES:

The Secretary V functions as the primary secretary to the unit commander. They are responsible for assisting the unit commander and operational staff with various clerical tasks and projects as needed.

SPECIFIC DUTIES:

- **Answer and screen all incoming calls to the unit commander and/or operational staff.**
- **Process all incoming/outgoing, external/internal correspondence including letters and memos to/from the unit commander or operational staff.**
- **Process, track, and maintain the administrative cases within the Electronic Line Operations Tracking System (eLOTS) and/or other administrative trackers. Maintain administrative and executive files on a daily basis.**
- **Maintain the unit commander's calendar.**
- **Responsible for extensive record management and filing of personnel/medical jackets. Update required documents annually.**
- **Data entry of any required administrative reports into the Los Angeles Regional Criminal Information System (LARCIS).**
- **Process and assist all personnel with requests for certain documents such as outside overtime requests, address changes, direct deposit, tax forms, ride along requests, Department of Motor Vehicles (DMV) confidentiality forms, etc.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • • 2-01-730 Senior Typist Clerk

RESPONSIBLE TO: Operations Sergeant

WORK SCHEDULE: Five day post, Monday through Friday

GENERAL DUTIES:

The Senior Typist Clerk is responsible for a wide variety of clerical work. All clerical responsibilities are divided between the numerous secretaries based on their job functions.

SPECIFIC DUTIES:

- **Assist operations with the collection and reporting of accurate statistical information.**
- **Assist with data entry for the Los Angeles Regional Criminal Information System (LARCIS) including criminal analysis, reconciling discrepancies with reports, and logs.**
- **Review reference logs for completeness, legibility, and errors. Resolve discrepancies as needed. Analyze and make recommendations for the solution of repeated errors.**
- **Reconcile and update the reference log to ensure all reports have been received for administrative processing and send delinquent report memos weekly for outstanding reports.**
- **Receive and process all reports which are accountable on the reference log. Review them for completeness, legibility, and errors. Research and resolve discrepancies as needed.**
- **Responsible for data entry into the Facilities Automated Statistical Tracking (FAST) system.**
- **Assist with statistical retrieval for the monthly Management Report and Command Accountability Reporting System (CARS) report.**
- **Responsible for tracking Cal-Osha reports for each month and complete a report annually.**
- **Scan daily reports received and inmate requests into the shared files.**
- **Prepare weekly briefing trackers (town hall meetings) and regular briefing meetings for the watch commander.**
- **Responsible for sending files to archives.**
- **Process, audit, and file discipline reports and facility logs.**
- **Perform various administrative support tasks.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• Chapter 3 - Administrative Policy and Procedures

• • Section 3-01 - Personnel

• • Section 3-02 - Training/Special Weapons

• • • 3-02-030 Basic Shooting Requirements

PURPOSE OF ORDER:

The purpose of this order is to outline the basic shooting requirements for sworn personnel.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

Personnel subject to the Department's shooting requirements shall shoot within their alphabetically-assigned month. Any deviation from their alphabetically-assigned qualification/training month shall be authorized, in writing, by the unit commander. Such authorization shall include the specific month or months applicable. Shooting assignments are based on the last name initial as follows:

Last Name Begins with Letters	Shall Shoot in the Months of
A-F	January, April, July, October
G-N	February, May, August, November
O-Z	March, June, September, December

When personnel have completed the required shooting course, they shall make a copy of their score card and submit it to training. PDC North training personnel shall be responsible for tracking all score cards and ensuring that personnel shoot during their required month.

Personnel who failed to shoot without having been exempted shall be allowed to remediate within thirty calendar days of notification, as long as, there has been no previous violation of this policy within the last five years. An employee's initial failure to shoot shall be documented in their unit personnel file. Personnel who failed to shoot and have violated this policy within the last five years shall be subject to standard disciplinary measures.

Personnel who were unable to qualify with their on-duty weapon shall complete mandatory remedial firearms training within thirty calendar days after notification. Personnel, achieving a qualifying score within the remediation period will satisfy the qualification requirements of the previous period, not the current qualification period. Personnel who fail to qualify within the remedial training period shall be temporarily assigned to the Training Bureau for five working days

of intensive firearms training. This training shall be completed within thirty calendar days after notification of failing remedial training. Personnel who still fail to shoot a qualifying score by the conclusion of intensive training shall be placed on improvement needed status and restricted from work assignments where use of firearms might be required.

• • • 3-02-040 Inventory and Control of Personally Assigned Aerosol Chemical Agents

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the accurate inventory and adequate control of personally assigned aerosol chemical agents.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

It shall be the responsibility of the PDC North Facility training staff to maintain an inventory control log of all aerosol chemical agent canisters personally issued to PDC North Facility personnel. The log shall be maintained for a minimum of two years from the date of disposal of the last item listed.

All personally assigned aerosol chemical agent canisters that are damaged, expired, empty, and/or predominately empty rendering its use ineffective, shall be replaced with a new, unused canister by the PDC North Facility training staff.

It shall be the responsibility of the watch sergeant to issue a temporary, numbered aerosol chemical agent canister to Department personnel working at PDC North Facility who are not assigned to Custody Division. The watch sergeant shall notate the canister number and the employee it was issued to in the watch commander's log. The employee shall return the aerosol chemical agent canister to the watch sergeant's office at the end of their shift.

At no time shall an aerosol chemical agent canister which was not appropriately registered and inventoried be brought into a secured area of PDC North Facility.

• • • 3-02-050 MK-9 Aerosol Canister Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the use of the MK-9 Oleoresin Capsicum (OC) aerosol canister.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

MK-9 aerosol canisters shall be routinely deployed and carried within PDC North Facility. Title 15 deputies, Inmate Processing Area (IPA) deputies, rangers, clinic deputies, laundry deputies, and facility rangers shall be assigned an MK-9 aerosol canister.

It is recommended that the utility, maintenance, and Methicillin Resistant Staphylococcus Aureus (MRSA) officers also carry an MK-9 aerosol canister when they are supervising inmate work crews.

MK-9 aerosol canisters shall never be left unsecured. In the event an MK-9 aerosol canister is not passed directly at shift change, it shall be secured in the MK-9 aerosol canister locker cabinet located in main control. The placement or removal of any MK-9 aerosol canister from the cabinet shall be documented in the MK-9 aerosol canister log at main control. At the beginning of each shift, the watch deputy/desk officer shall conduct an inventory of the MK-9 aerosol canisters. Any deficiencies shall be immediately reported to a supervisor.

Deputies assigned the MK-9 aerosol canister shall perform a pre-shift assessment of the canister and determine if any deficiencies exist. The training office shall be contacted if a replacement is required.

• • • 3-02-060 TASER Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the carrying and deployment of the X26 or X26P TASERs.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

TASERs will be routinely deployed and carried within PDC North Facility. Title 15 deputies, Inmate Processing Area (IPA) deputies, module rangers, clinic deputies, laundry deputies, and facility rangers shall be assigned a TASER.

It is imperative to not leave a TASER unsecured. TASERs shall be secured in the TASER locker cabinet located in main control if they are not passed on at shift change. The placement or removal of any TASER from the cabinet shall be documented in the TASER log at main control. At the beginning of each shift, the watch deputy/desk officer shall conduct an inventory of the TASERs to ensure accountability. Any deficiencies shall be immediately reported to the watch commander or shift supervisor. In no situation shall any TASER be left in any Module Control Office (MCO) or Dorm Control Office (DCO).

Shift supervisors, at the minimum rank of Supervising Line Deputy (SLD), shall ensure personnel

assigned to work designated positions are assigned the TASER on each shift. Module control officers shall account for these items in the electronic Uniform Daily Activity Log (e-UDAL) for each shift.

Only personnel who are TASER certified by Custody Training and Standards Bureau (CTSB) shall carry and deploy the TASER. It shall be the responsibility of the PDC North Facility training staff to ensure all personnel assigned to the above positions are knowledgeable of the proper deployment, use, and reporting procedures governing the TASER.

It shall be the responsibility of the PDC North Facility training staff to ensure that every TASER in the facility (working or not) is downloaded before the seventh day of every month. All TASER downloads shall be kept in the PDC North Facility shared files in the training folder.

At the completion of all TASER downloads, the training staff shall notify the watch commander. The watch commander shall be responsible for documenting when the downloads occur in the watch commander's log.

• • • 3-02-070 Disposal of Unexploded Stinger Grenades

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for disposing live Stinger grenades.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

Under the direct supervision of a sergeant, and as authorized by the watch commander, trained personnel may be ordered to deploy and use Stinger grenades.

In the event a Stinger grenade's safety pin has been removed, but the need to deploy no longer exists, personnel shall not replace the Stinger grenade pin back into the spoon handle. Personnel shall, under the supervision of a sergeant, take the stinger grenade to an empty module yard and detonate it.

Stinger grenades that do not detonate shall be disposed of by Arson Explosives Bureau personnel.

• • • 3-02-090 Gas Mask Procedures for Custody Assistants

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the availability of gas masks for custody assistants when necessary.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC), North Facility.

ORDER:

The Dormitory Control Offices (DCO) and Main Control Offices (MCO) at PDC, North Facility are each equipped with one gas mask. This gas mask is only to be used by personnel assigned to the DCO or MCO.

Deputy personnel are each assigned their own personal gas mask by the Sheriff's Department. Custody assistants are not assigned a personal gas mask by the Department, but access to an available gas mask is the responsibility of the jail facility. Adherence to this protocol will ensure the custody assistants assigned to the MCOs or DCOs will have proper protection from a nearby deployment of chemical agents.

[REDACTED TEXT]

1. **[REDACTED TEXT]**
2. **[REDACTED TEXT]**

[REDACTED TEXT]

It is the responsibility of the DCO officer to inspect and wipe down (disinfect) the gas mask at the beginning of each shift and after each use.

• • Section 3-05 - Policy

• • • 3-05-020 Exercising On-Duty

PURPOSE OF ORDER:

The purpose of this order is to establish the policy for exercising on-duty.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

Due to the need for PDC North Facility personnel to be available to respond at a moment's notice, exercising on-duty shall be prohibited. Exercising shall include, but is not limited to: running, swimming, and gym use.

• • Section 3-06 - Security

• • • 3-06-010 Security of Personal Property

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for maintaining security of personal property brought into the secured areas of the facility.

SCOPE OF ORDER:

This order shall apply to all persons working, volunteering, or touring the secured areas of Pitchess Detention Center (PDC), North Facility.

ORDER:

All visitors and personnel are subject to a contraband inspection of all property bags/containers prior to entry into the secured areas of the facility. All bags shall be constructed of a clear material and be free of any stickers/graphics that may obstruct the transparent view of the contents in the bag. Visitors and personnel are encouraged to bring a minimum amount of personal property with them into the facility. [REDACTED TEXT]

"Inside security" shall be defined as any module, inmate processing, or laundry and utility areas.

Sergeants shall monitor the work stations of all employees and conduct random bag checks to ensure compliance with this order. Searches of vendors and their vehicle/contents upon entering or exiting any secured area of the facility shall be the responsibility of rangers 6 and 7. All searches of vendors and their vehicles shall be reported to the watch deputy and documented in the Facility Daily Activity Log.

It is the responsibility of custody personnel assigned to an area where vendors, workmen, or Facilities Services Bureau personnel have worked, made repairs, etc., to check that tools and/or supplies have not been left behind. Any discrepancies shall be reported immediately to the watch commander.

[REDACTED TEXT]

• • • 3-06-020 Module Security

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the security of all doors within the modules.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

It shall be the responsibility of module personnel to ensure all module doors are kept locked and secured at all times when not in use. At no time shall any doors in the module be left propped open or unsecured. Exceptions to this shall be the dorm yard doors during yard, the E-Row cell doors during showers, and the medical/dental offices when they are in use by medical personnel.

The main sally port doors inside of the module shall be kept locked and secured except as necessary to permit entry or exit by authorized personnel. Sally port doors shall not be opened at the same time, only during exigent circumstances and only at the direction of a supervisor.

The module control officer (MCO) shall be responsible for ensuring that all doors within the module display a green secured light on the panel located within the module control office. If any doors show a red light indicating they are unsecured, the MCO shall dispatch a module ranger to respond to that location and investigate the reason the door is unsecured. The rangers shall be responsible for securing the door.

The dormitory control office (DCO) door shall be kept locked and secured except as necessary to permit entry or exit by authorized personnel.

The module's storage room shall remain locked and secured at all times. These storage rooms shall only be opened under the direct supervision of facility personnel. Module inmate workers shall never be unsupervised within the storage rooms.

In the event of a malfunctioning door, module personnel shall immediately complete a maintenance request and notify a supervisor. Maintenance requests shall continue to be submitted on each shift until the repair is completed. After business hours and on weekends, emergency repairs shall be requested from desk personnel at Twin Towers Correctional Facility. All emergency repairs shall be reported immediately to a supervisor and logged in the e-UDAL and facility Daily Activity Log.

• • • 3-06-030 Vehicle/Pedestrian Sally Ports

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the vehicle and pedestrian sally ports.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

The watch deputy shall be responsible for operating the vehicle and pedestrian sally port gates. Only one gate shall be opened at a time unless given watch commander's approval.

• • • 3-06-040 Key Control Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the handling of facility keys.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

The operations lieutenant shall be responsible for all facility keys. The watch commander shall be responsible for the security of the keys stored in the watch commander's key safe. The watch sergeant shall be responsible for the security of the keys stored in the watch sergeant's key cabinet, main control, and the armory.

DAILY INVENTORY

At the beginning of each shift, desk personnel shall inventory the two key-lockers and all keys listed on the PDC-North Facility key inventory control log kept at main control. Except when keys are being issued or returned, the key locker at main control shall remain locked and the locker key shall be secured by desk personnel. Desk personnel shall only issue facility keys to personnel respective to their assigned positions. Any exceptions to this procedure shall require watch commander approval.

All personnel shall return their issued shift keys to their relieving officer, or to the officer responsible for key inventory control, prior to leaving the facility for any reason. Until such relief is accomplished, all personnel assigned keys shall retain total responsibility for them. Shift duty keys shall not be taken off facility property.

Issued or assigned keys which are reported missing shall be immediately reported to the watch sergeant.

[REDACTED TEXT]

[REDACTED TEXT]

• • • 3-06-060 Tool Security and Tracking

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for maintaining tool security and to identify those responsible for the issuance and retrieval of tools and secured utensils.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

The utility officer, maintenance officer, and ranger 5 are responsible for confirming the presence of all tools (e.g. shovels, hoes, and picks) listed on the tool inventory lists at the beginning of each shift.

Any officer/deputy issuing tools from the tool inventory shall sign out each tool using the provided checkout list. Inmates issued tools shall not use tools without proper supervision by custody personnel. Before leaving the facility at their end of shift, the officer/deputy issuing the tools shall retrieve and sign in the tools that he/she issued.

Any officers/deputies issuing tools, other than the positions mentioned above, shall notify the watch sergeant of the reason for the issuance of tools.

The maintenance officer shall be responsible for conducting a tool control inventory audit every six months. The inventory audit shall be approved and maintained by the maintenance/special projects supervising line deputy. Any tools added to the existing inventory shall have the approval of the unit commander.

The watch sergeant and watch commander shall be notified immediately when any tools are identified as missing/unaccounted for. At their discretion, the facility may be placed on a modified or full lockdown.

• • Section 3-07 - Inspections

• • • 3-07-010 Weekly Facility Inspection

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the weekly facility inspection.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC), North Facility.

ORDER:

A weekly inspection of PDC, North Facility shall be conducted by the AM shift watch commander (rank of lieutenant) every Thursday. The inspection shall be documented on the "Pitchess Detention Center – North Facility Lieutenant's Weekly Facility Inspection" sheet. The inspection shall also be noted in the watch commander's log.

The completed inspection sheet shall be forwarded to the unit commander for review and approval.

• • • 3-07-020 Annual Key and Lock Inspections

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for an annual facility key and lock inspection.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

RESPONSIBILITY

The operations sergeant or his/her designee shall be responsible for the yearly inspection of all locks and facility key blocks.

GUIDELINES

The annual key and lock inspection shall be completed in June of each year. The inspector shall ensure all facility key blocks are complete and all facility locks are functional. Immediate notifications shall be made to rectify any discrepancies. The inspection sheets shall be signed and dated by the inspector. The operations sergeant or his/her designee shall add a cover page indicating the contents of the inspection and forward it to the unit commander for approval. The completed inspection report shall be kept on file for a period of five years.

• • • 3-07-040 Procedures for Emergency Response Room Equipment

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the inventory, maintenance and assignment of all emergency response room equipment.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

It shall be the responsibility of the sergeant who is assigned the collateral of the armory to ensure that all emergency response room equipment is inspected, maintained and accounted for at all times.

Inspections

Daily and weekly inspections of all facility emergency equipment is required to ensure that the state of our equipment is maintained in good operational condition and on a high level of readiness.

PDC North Facility has a total of seven armories: one in each module, the main armory in the administration building, and two sub-armories in the kitchen building.

- **The module armories shall be inspected at the beginning of each shift by the module rangers**
- **The main armory in the administration building shall be inspected at the beginning of each shift by the watch deputy**
- **The sub-armories in the kitchen building shall be inspected at the beginning of each shift by ranger 5**
- **The main and sub-armories shall be inspected weekly by the sergeant who is assigned the collateral of the armory or their designee**
- **The sergeant who is assigned the collateral of the armory shall also complete a quarterly weapons inventory report and submit it to the Training Bureau, Weapons Training Biscailuz Center Range**

All inspections shall be completed by utilizing the Armory Equipment Inventory Lists or the appropriate security log sheet. The Armory Equipment Inventory Lists shall be maintained by the sergeant who is assigned the collateral of the armory. The security log sheet shall be turned into the watch sergeant after it is complete.

All listed weapons shall be checked for cleanliness, proper lubrication, and that all moving parts are in working order. All other armory equipment on the checklist shall be examined to ensure they are free from damage and are in good working condition.

If a weapon or piece of equipment is found missing, damaged, or in poor working order, it shall be the responsibility of the inspector to notify the watch sergeant and the training deputies for repair or replacement. It is the responsibility of the sergeant to follow up and ensure all repairs and discrepancies are corrected.

Maintenance

All weapons located in the armories shall be cleaned regularly. Maintenance and repairs are to be performed by the range staff, armories, and weapons training staff. Unit personnel will not normally be required to break down or field strip these weapons, except as required for cleaning purposes.

Issuance of equipment

During emergent situations that require the deployment of emergency response equipment, the sergeant (team leader) or supervising line deputy (assistant team leader) shall supervise and log the issuance of all equipment.

Upon completion of the emergent situation, the team leader and assistant team leader shall be responsible for the return of all items issued from the armory. In the event any ordinance was used, it is the responsibility of the team leader to notify the training deputies, so the inventory can be replaced. This also applies to any training which involves the use of any ordinance.

Unless otherwise directed by a supervisor, no one is to remove weapons, ordinance or any other equipment from the armories.

• • Section 3-11 - Tours of Custody Facilities

• • • 3-11-010 Facility Tours

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for public tours at Pitchess Detention Center (PDC) North Facility.

SCOPE OF ORDER:

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

ORDER:

PROCEDURES

- **Tours shall be conducted on Tuesdays and Thursdays of each week, excluding inmate visiting days**
- **Pre-employment tours shall be scheduled on Thursdays**

- **Tours shall commence at 1000 hours and shall last no longer than 45 minutes**
- **No more than 16 persons shall be allowed on tour**
- **A sergeant or higher shall approve a tour**
- **Personnel selected to conduct tours shall be chosen by a supervisor**
- **A Tour Agreement and Civil Claims Release form (SH-J-444) shall be completed and forwarded to operations to be retained for four years**
- **The desk personnel shall log the facility tour into the Custody Automated Reporting and Tracking System (CARTS)**

GUIDELINES FOR CONDUCTING PUBLIC TOURS

- **Tours shall be conducted with minimal risk to the public and employees**
- **The employee conducting the tour shall be responsible for the completion of all forms**
- **All inmates shall be locked down in their respective dormitories when a public tour is conducted within the module**
- **Tours may enter a dormitory only when all inmates are out of the dormitory**
- **Prior to tours entering the center core area of the module, personnel shall ensure that all inmates are out of the shower/bathroom area and are properly clothed**

• • • 3-11-020 Public Information Plan

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the proper dissemination of the public information plan.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

The public and inmates shall have available for review the following operating procedures which

pertain to facility rules and regulations. The operating procedures are organized according to their order within Title 15.

Title 15 Section	Topic	Corresponding Unit Order
1045	Public Information Plan	3-11-020
1061	Inmate Education Plan	5-13-100
1062	Visiting	5-10-010
1063	Correspondence	5-13-150
1064	Library Service	5-13-160
1065	Exercise and Recreation	5-13-090
1066	Books, Newspapers Periodicals and Writings	5-13-160
1067	Access to Telephone	5-13-030
1068	Access to Courts and Counsel	5-13-140
1069	Inmate Orientation	5-13-010
1070	Individual/ Family Service Programs	5-13-110
1071	Voting	5-13-130
1072	Religious Observance	5-13-060
1073	Inmate Grievance Procedure	5-13-170
1080	Rules and Disciplinary Penalties	5-09-010
1081	Plan for Inmate Discipline	5-09-010
1082	Forms of Discipline	5-09-010
1083	Limitations on Discipline	5-09-010

1200	Responsibility for Health Care Service	5-03-010/ 5-03-020

A binder titled "Public Information Plan" is located in the watch commander's office, watch sergeant's office, main control, and inmate services office. The Public Information Plan is also located in the PDC North shared files and is available to all personnel for dissemination as requested.

• Chapter 4 - Reporting and Notification Procedures

• • Section 4-01 - Report Procedures

• • Section 4-02 - Reporting Communicable Diseases

• • • 4-02-010 Distribution of Communicable Disease Information

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the distribution of information concerning inmates who have been exposed to or infected by HIV/AIDS, or other communicable diseases.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

Information concerning inmates who have been exposed to or infected by HIV/AIDS, or other communicable diseases, shall be made available to all personnel, contract personnel, and volunteers who have or may have direct contact with the inmate in question.

Any inmate who alleges to be infected with the HIV/AIDS virus, or any other communicable disease, shall be taken to a medical clinic to be evaluated by Correctional Health Services (CHS) personnel. CHS personnel, upon examination and evaluation, shall determine if medical segregation and/or transportation to another medical facility is necessary.

In the event the inmate remains at PDC North Facility in medical segregation pending medical evaluation, module personnel shall adhere to the following procedures:

- **The inmate shall be placed into an E-Row cell for the purposes of single man housing;**
- **A medical magnetic placard shall be placed on the cell door;**
- **Module personnel shall adhere to the instructions specified on the placards, utilizing the items contained in the Communicable Disease Protective Kit which is located in the main armory.**

• • Section 4-11 - Logs

• Chapter 5 - Line Procedures

• • Section 5-01 - Inmate Work

• • • 5-01-030 Shoe Shines

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for inmate workers assigned to shine shoes.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC), North Facility.

ORDER:

Due to the cashless jail environment, personnel shall pay the inmate worker performing the shoe shine with a Departmentally approved inmate worker's payment chip. Personnel wishing to utilize the inmate worker shall contact the watch sergeant to purchase payment chips. The chips are available in $1.00 denominations. There is no limit to the amount that can be purchased.

Should any discrepancy occur regarding an overage/shortage of chips or money, the watch sergeant shall immediately notify the watch commander.

The inmate worker performing the shoe shine will be chosen from a list of pre-approved inmate workers by Inmate Services. The inmate worker shall be housed in a dorm designated for inmate workers.

The inmate worker shall shine footwear in the multipurpose room of the module. Personnel requesting a shoe shine shall be physically present and wearing the footwear on their feet. This is to prevent inmates from having unnecessary access to footwear that could be worn to effect an escape. At the completion of the shoe shine, the inmate worker's payment chips can be given

directly to the inmate worker. The module control officer shall keep the shine box and supplies inside the module control office when the inmate worker is not working.

Inmate Services, upon the inmate worker's request, shall collect the inmate's payment chips. The inmate services officer shall take the payment chips to the watch sergeant's office where they shall be exchanged for currency. The watch sergeant shall then enter the exchange in the Watch Commander Safe Log and provide the inmate worker with a receipt. The currency shall then be transported to the Inmate Reception Center (IRC) and given to the cashier who will deposit the money into the inmate worker's account.

• • Section 5-02 - Special Housing Needs

• • • 5-02-020 Emergency Reclassifications

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for an emergency reclassification of housed inmates.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

EMERGENCY RECLASSIFICATION

In the event of the emergency reclassification of inmates, the Population Management Bureau Classification Unit shall be immediately notified and approve of the transfer if movement is required. All reports relating to the transfer shall accompany the inmate.

The reasons for emergency reclassification of inmates include, but are not limited to the following:

- **Discipline**
- **Medical/mental health services/treatment**
- **Safety and security of inmates and/or custody personnel**
- **Security of facility operations**

• • Section 5-03 - Inmate Health Care

• • • 5-03-010 Sick Call Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for sick call.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC), North Facility.

ORDER:

Correctional Health Services (CHS) shall provide sick call to inmates housed at PDC, North Facility, Monday through Friday.

Signs are clearly posted in each module dormitory describing the sick call procedures for PDC, North Facility. Accommodations shall be made for inmates who are unable to read or understand the instructions. Procedures for sick call are also outlined in the inmate orientation video that is played daily.

SICK CALL REQUESTS

Inmates requiring non-emergent medical attention shall complete a CHS Health Service Request Form. Forms shall be readily available inside each dormitory. Once the form is completed, the inmate shall place it in the locked collection box. The sergeant shall check the box once per shift and forward all Health Service Request Forms to CHS.

SICK CALL PROCEDURES

The Dormitory Control Officer shall allow the inmates on the sick call list provided by CHS personnel to exit the dorm and report to the module clinic when requested.

Deputy personnel shall provide security for medical staff during sick call by standing in close proximity to the medical office, and supervising the inmates while they receive medical attention.

After completion of sick call, each inmate shall immediately return to their dorm. Module personnel shall log sick call in the electronic Uniform Daily Activity Log.

Should an inmate require medical attention during hours when sick call is unavailable, they shall be transported to the PDC South Facility clinic or the North County Correctional Facility (NCCF)

infirmary for examination. If the inmate's condition prevents them from being transported, the doctor or nurse from NCCF or PDC South Facility shall respond to PDC, North Facility to perform the examination.

• • • 5-03-020 Self-Medication Program and Pill Call

PURPOSE OF ORDER:

The purpose of this order is to provide guidelines for the administration of prescription medication to inmates.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

SELF-MEDICATION PROGRAM

Inmates who have been pre-screened to meet the criteria for the Self-Medication Program shall receive a limited supply of their prescribed medication at one time. Inmates shall be given their medication individually during regular clinic hours by Correctional Health Services (CHS) personnel. CHS personnel shall monitor the inmate’s compliance. If an inmate abuses the program or declines to participate in the program any longer, self-medications shall be confiscated.

PILL CALL PROCEDURES

Nursing staff shall conduct pill call during the times indicated on the inmate medication disbursement schedule created by CHS personnel. Custody personnel shall make an announcement notifying inmates when pill call is commencing. Pill call shall be conducted in each dorm’s sally ports. At no time shall the nurse or pill cart enter the dorm. Inmates housed in E-Row cells shall walk to the cell door for CHS personnel to dispense medication through the tray slot. Module personnel shall provide security by standing in close proximity while CHS personnel dispenses medication. Custody personnel shall ensure each inmate has a legible wristband to present to CHS personnel prior to receiving their medication. It is the responsibility of CHS personnel to ensure each inmate places provided medication in their mouth and drinks water. Custody personnel shall make a reasonable effort to ensure the inmate ingest the medication. An inmate has the right to refuse medication, however, refusals must be made directly to medical personnel. Each Dormitory Control Officer and Module Control Officer shall log pill call into the electronic Uniform Daily Activity Log.

• • • 5-03-040 Ambulance and Paramedic Services

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for ambulance and paramedic services.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

In the event an employee, inmate, or visitor becomes injured or ill requiring emergent medical attention/transportation, a request for paramedic response and ambulance transportation shall be made in the following manner:

- **Medical staff, when available, shall make the determination for the necessity of paramedic response and ambulance transportation for an employee, inmate, or visitor**
- **The handling deputy shall notify the watch deputy of the nature of the illness/injury, basic information of the injured/ill person including name and booking number, and request for paramedic response and ambulance transportation to be dispatched**
- **In the absence of medical staff, any facility personnel may request paramedic response and ambulance transportation for a medical emergency**

WATCH DEPUTY RESPONSIBILITIES

The watch deputy shall call the Los Angeles County Fire Department to request paramedic response and ambulance transportation to respond. All pertinent information regarding the emergency request and response including the initial time of the incident, the time fire dispatch was contacted, and the time that emergency personnel arrived on scene shall be logged in the facility Daily Activity Log. The watch deputy shall also ensure that the handling deputy completes a Paramedic/Ambulance Transportation Information form prior to transporting the inmate. At the direction of the watch sergeant, the watch deputy shall ensure that two armed and fully equipped deputies are assigned to provide security for any inmate transported by ambulance.

[REDACTED TEXT]

[REDACTED TEXT]

[REDACTED TEXT]

• • • 5-03-060 Affordable Care Act Forms

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for completing the Affordable Care Act (ACA) forms for inmates hospitalized over 24 hours.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC), North Facility.

ORDER:

When an inmate is hospitalized at a private hospital [REDACTED TEXT] for over 24 hours, deputies assigned to hospital security shall ensure the hospitalized inmate completes and signs an ACA Screening Form and a California Department of Health Care Services MC-306 Appointment of Representative form. If the inmate is over 65 years old, the inmate shall also complete a California Department of Health Care Services MC-210 Property Supplement form.

In the event the inmate refuses to sign the form, deputies assigned to hospital security shall complete the form with all known information, and write "inmate refused" on the top portion of the form.

The watch sergeant shall ensure the completed original forms are sent via county mail to the appropriate Access to Care personnel at Inmate Reception Center.

Desk personnel shall attach a copy of the forms, along with the date they were mailed, to the inmate hospital packet located in the watch sergeant's office.

• • • 5-03-070 Acceptance of Prescription/Corrective Eyeglasses

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for accepting prescription/corrective eyeglasses for inmates.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC), North Facility.

ORDER:

PDC, North Facility shall accept all approved prescription/corrective eyeglasses as described in the Correctional Health Services (CHS), Medical/Mental Health Procedures Manual. The eyeglasses shall have plastic frames. No wire frames shall be permitted.

The eyeglasses shall be received during visiting hours or via the U.S. mail. During visiting hours, the inmate's visitor shall deliver the eyeglasses to module personnel. Module personnel shall

inspect the eyeglasses to ensure they are not made from wire and verify the inmate has appropriate medical documentation or a prescription. If no documentation is available, module personnel shall contact CHS personnel to verify. The eyeglasses shall then be immediately delivered to the inmate. If the prescription/corrective eyeglasses are sent via U.S mail, Inmate Services shall deliver the eyeglasses to the inmate after inspection.

• • Section 5-04 - Inmate Mental Health Services

• • • 5-04-020 Developmentally Disabled Inmates

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the identification and evaluation of developmentally disabled inmates.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

Developmentally disabled inmates shall not be housed at PDC North Facility. Personnel who identify an inmate who is suspected or confirmed to be developmentally disabled, shall advise Population Management Bureau personnel and arrange for the inmate's immediate transport to the Inmate Reception Center for further evaluation.

• • • 5-04-030 Handling of Suicidal Inmates

PURPOSE OF ORDER:

The purpose of this order is to outline procedures for handling suicidal inmates.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

Personnel who identify an inmate either through observation, information received from another person, who expresses suicidal ideation by word or action, or exhibits unusual behavior which could result in a suicide, attempt suicide, or self-injurious behavior, shall take the following actions:

- **Transfer the inmate to the visiting area of the module to maintain direct observation of the**

inmate at all times

- **Complete a Behavioral Observation and Mental Health Referral Form (SH-J-407)**
- **Coordinate with the watch deputy to ensure transportation of the inmate to the Inmate Reception Center (IRC) within four hours to be evaluated by mental health personnel**

Prior to the inmate being transferred to IRC for mental evaluation, personnel shall complete an Inmate Special Handling Request (SH-J-181).

• • • 5-04-040 Suicide Prevention

PURPOSE OF ORDER:

The purpose of this order is to outline the procedures and tools that can be utilized with regards to suicide prevention.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

GENERAL PROCEDURES

Personnel who identify an inmate who expresses suicidal ideation by word or action, or exhibits unusual behavior, which could result in a suicide, attempt suicide, or self-injurious behavior, either through observation or information received from another person, shall take the following actions:

- **Transfer the inmate to the visiting area of the module to maintain direct observation of the inmate at all times while awaiting medical evaluation**
- **Complete a Behavioral Observation and Mental Health Referral Form (SH-J-407)**
- **Escort the inmate to the medical clinic for evaluation by Correctional Health Services (CHS) personnel**
- **Contact the Jail Mental Evaluation Team (JMET) and arrange for the inmate to be evaluated**
- **If JMET is not available, coordinate with the watch deputy to ensure transportation of the inmate to Inmate Reception Center (IRC) within four hours to be evaluated by mental health personnel**
- **Prior to the inmate being transferred to IRC for mental evaluation, personnel shall complete an electronic Inmate Special Handling Request (SH-J-181)**

SUICIDE INTERVENTION KIT

A suicide intervention kit shall be maintained in each Module Control Office (MCO) and Dormitory Control Office (DCO). These kits shall only be removed to assist in suicide intervention or during

suicide intervention drills. Each suicide intervention kit contains the following items:

- **Cut down tool**
- **Cardiopulmonary resuscitation (CPR) mask**
- **Two (2) towels**
- **High risk exam latex gloves**
- **Bag valve mask ("Ambu bag")**
- **Two (2) units NARCAN Nasal Spray (NAXOLONE)**

Personnel assigned to the MCOs and DCOs shall inspect the suicide intervention kit at the beginning of their shift to ensure the tamper-resistant tape is intact. This inspection shall be documented in the electronic Uniform Daily Activity Log (e-UDAL). If the tamper-resistant tape is broken or the suicide intervention kit appears opened, notification to a supervisor at the minimum rank of supervising line deputy shall be made.

• • Section 5-05 - Inmate Management

• • • 5-05-020 Wristbands and Positive Identification Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the maintenance of all inmate wristbands as well as the procedures to positively identify an inmate for a new wristband.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

All incoming inmates shall be processed in the Inmate Processing Area (IPA) upon their arrival to PDC North Facility. During processing, all wristbands shall be checked to ensure they are secured to the inmate's left wrist. The wristbands shall also be checked every night during wristband count. It is the responsibility of the personnel conducting the wristband count to physically check every wristband for damage, legibility, and proper fit.

Any wristband that is illegible or damaged shall be noted for replacement. If the wristband is damaged but still functional and legible, personnel shall note the inmate's booking number and contact the module control officer to get a replacement. It shall be the responsibility of the module rangers to ensure that the new wristbands get placed on the proper inmate's wrist as soon as possible. If the wristband is damaged and no longer secured to the inmate, or is illegible, a new wristband shall be created and replaced immediately.

[REDACTED TEXT]

[REDACTED TEXT]

[REDACTED TEXT]

• • • 5-05-040 Inmate Movement

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the movement of inmates within Pitchess Detention Center (PDC) North Facility.

SCOPE OF ORDER:

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

ORDER:

Inmate movement is the transfer of an inmate outside of their assigned housing location, to include movement from one dorm to another dorm, between modules, to visiting, and clinic appointments.

All inmates, except inmates classified for outside work crews, shall be handcuffed when outside of a module.

Routine inmate movement is the movement of inmates at the direction of medical staff, the classification officer, Operations Safe Jails (OSJ) personnel, or Population Management Bureau (PMB) personnel.

Any non-routine inmate movement shall be at the direction of a team leader, watch deputy, or shift supervisor (rank of supervising line deputy and above). Team leaders and watch deputies shall seek prior approval from a shift supervisor for all non-routine inmate movement.

Bunk assignment changes shall only be made for medical reasons or at the direction of a team leader.

• • Section 5-06 - Inmate Property

• • • 5-06-010 Personal Property of a Released Inmate

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the disposition of a released inmate’s personal property which was accumulated while the inmate was in custody.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

Found personal property belonging to an inmate who has been released from custody shall be forwarded on the first available transport to Central Property at the Sheriff's Training and Regional Services (STARS) Center.

• • Section 5-07 - Contraband

• • • 5-07-020 Contraband Disposal

PURPOSE OF ORDER:

The purpose of this order is to establish general procedures for the storage, removal, and destruction of contraband.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

Contraband bins shall be utilized to dispose of all contraband found at PDC North Facility. There are a total of 7 contraband bins. These bins are located in the administration building, inmate processing area building, outside of the kitchen building, and in each module's main sally port entrances.

It shall be the responsibility of ranger 5 and the utility officer to ensure these bins are emptied once they are full. All contraband collected from the contraband bins shall be immediately transported to the trash compactor for disposal.

The following is a list of exceptions to the above procedures:

- **Hypodermic needles and syringes shall be placed in the sharps container in each module's main sally port entrance. It shall be the responsibility of Methicillin Resistant Staphylococcus Aureus (MRSA) personnel to ensure proper disposal of these items**
- **Excess laundry shall be returned to the laundry bins**
- **Perishable food items shall be disposed of in facility trash cans**
- **All excess or used batteries collected, shall be placed in the battery collection bin in the administration building. Inmate Services Bureau shall dispose of all batteries**

• • Section 5-08 - Search Procedures

• • • 5-08-020 Custody Safety Screening Program (B-SCAN)

PURPOSE OF ORDER:

The purpose of this order is to establish policy and procedures regarding the use of the "Smith Detection B-SCAN 16HR-LD 250" (referred to as B-SCAN).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

The purpose of the B-SCAN screening system is to curtail the supply of contraband entering PDC North Facility and to minimize the need for more intrusive methods of searching inmates. The B-SCAN machines are located in the Inmate Processing Area (IPA) and shall be used to screen new inmates, court returnees, and inmate workers.

• • • 5-08-030 Processing Incoming Lines

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the processing of incoming lines at Pitchess Detention Center (PDC) North Facility.

SCOPE OF ORDER:

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

ORDER:

Once the watch deputy receives incoming paperwork, he/she shall review and process the list. Any discrepancies shall be resolved by contacting the Population Management Bureau (PMB).

PROCESSING

- **All available personnel shall respond to the Inmate Processing Area (IPA) to receive the incoming line of inmates**

- **[REDACTED TEXT]**
- **[REDACTED TEXT]**
- **A supervisor at the minimum rank of supervising line deputy, shall be present in the IPA prior to processing the incoming line**
- **All inmates shall be unhandcuffed and a wristband check shall be conducted**
- **After the wristbands have been verified, all inmates shall be strip searched in accordance with department policy and given all necessary clothing**
- **If the IPA deputy determines that an inmate is unfit for PDC North Facility, they shall notify the watch deputy who shall contact PMB to arrange a new housing location**

• • Section 5-09 - Inmate Disciplinary Procedures

• • • 5-09-010 Inmate Disciplinary Procedures

PURPOSE OF ORDER:

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

SCOPE OF ORDER:

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

ORDER:

GENERAL DESCRIPTION

Inmate discipline shall be based on rules and disciplinary penalties which are clear and uniformly applied. Discipline shall be fair, prompt, and consistent. The disciplinary process must conform to constitutional standards of due process (right to hearing and/or appeal) and equal protection (uniform enforcement). There shall be no cruel and/or unusual punishment. The purpose of disciplinary action is to achieve one or more of the following:

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

The facility rules shall be posted (in English and Spanish) in each dormitory, the E-Row hallway adjacent to the telephone, and the Inmate Processing Area (IPA).

DISCIPLINARY REVIEW PROCESS

Inmates in violation of facility rules shall have their case adjudicated by a Disciplinary Review Board (DRB). The DRB shall consist of two sergeants who are uninvolved with the inmate's charges. The disciplinary review process shall be conducted on day shift, before 1200 hours. The watch commander shall approve any deviations from this schedule. One sergeant shall be responsible for DRB documentation for inmates housed in module one and module two. The other sergeant shall be responsible for DRB documentation for inmates housed in module three and module four.

When an inmate is found to be incompetent to present his case to the DRB, the inmate may utilize a counsel substitute, which may consist of aid from a fellow inmate or staff member, or from an inmate designated by the DRB.

An inmate has the right to appeal the decision of the DRB. If an inmate requests an appeal of the proposed discipline, the watch commander shall be notified. The watch commander shall render a final decision whether to exonerate the inmate or sentence the inmate to a discipline status deemed appropriate to the offense.

DISCIPLINE PROCEDURES

A. Pre-Disciplinary Housing

- **If an inmate is going to be removed from the dormitory for disciplinary housing, module personnel shall have the inmate wait in the sally port with his property until a supervisor is present.**
- **A supervisor shall be present when escorting an inmate into E-row for pre-disciplinary housing.**
- **All E-row cells shall be examined for damage before and after an inmate is housed in the cell.**
- **All inmate property shall be searched to ensure no prohibited items enter the cell.**

B. Disciplinary Housing

- **Pre-discipline inmates shall not be housed with inmates who have been given a discipline sentence.**
- **The inmate's property shall be searched, inventoried, and stored in the module storage locker after receiving their discipline sentence.**
- **The only property that shall remain in the cell is personal hygiene items, legal materials, authorized medication, and reading materials.**
- **[REDACTED TEXT]**
- **Inmates in disciplinary housing are able to order basic items limited to the list of allowable property from canteen.**

C. Moderate Observation Housing (MOH) Inmates

- **Inmates classified as MOH inmates shall be transferred to Twin Towers Correctional Facility (TTCF) for disciplinary housing.**

- **Prior to transfer, custody staff shall contact TTCF to ensure available space in the discipline module.**
- **All necessary discipline paperwork and a major Inmate Report Tracking System (IRTS) report shall be completed prior to transfer.**
- **The clinical evaluation and disciplinary hearing will take place at TTCF.**
- **Custody staff shall email any discipline information to the sergeant responsible for discipline housing at TTCF.**
- **Custody staff shall contact the PDC North Facility watch sergeant to arrange the transportation of the inmate to TTCF.**
- **If TTCF does not have space in the discipline module or the clinician does not clear the inmate for disciplinary housing, a major IRTS report shall still be written to document the incident. The Disciplinary Review Board section within the IRTS shall contain an explanation documenting the outcome.**

DISCIPLINE RECORDS AND RETENTION

Once an inmate is placed into disciplinary housing, the following paperwork shall be generated and maintained throughout the duration of the inmate's time in E-Row:

- **A discipline record card**
- **E-Row cell door information sheet**
- **IRTS report**
- **Signed copy of the "Notice of Disciplinary Violation" (SH-J-380)**
- **Signed copy of the "Notice of Action by Disciplinary Review Board" (SH-J-380)**

It shall be the responsibility of the module control officer to ensure all required discipline paperwork is signed and placed in the disciplinary binder located in the Module Control Office (MCO).

Upon an inmate's release from disciplinary housing, all necessary paperwork shall be forwarded to operational staff and retained for a period of five years.

• • Section 5-10 - Visiting Procedures

• • • 5-10-010 Inmate Visiting Policy and Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish the procedures for inmate visiting during weekends and major holidays.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

GENERAL INFORMATION

Inmate visiting is conducted every Saturday and Sunday from 0800-1400 hours. Each inmate shall be allowed one 30 minute visit per day. On the following six holidays, inmates shall receive one additional 30 minute visit.

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

VISITING RULES AND REGULATIONS

The following rules apply to inmate visitors:

- **Only three visitors, per visit, per inmate, shall be allowed**
- **Only one visitor at a time shall be allowed at the visiting window**
- **Minors under the age of sixteen shall be accompanied by, and remain under the constant supervision of, their parent or a verifiable legal guardian**
- **Visitors shall not roam outside the marked barricades on the sidewalks in front of the modules**
- **No contraband shall be permitted within the secured areas of the facility**
- **All visitors shall wear appropriate footwear and apparel**

VISITING PROCEDURES

The visiting buses shall stop in front of the modules to allow visitors to disembark at the appropriate visiting location.

Once visiting has concluded, the Module Control Officer (MCO) shall notify the watch deputy of the number of inmates that received a visit and the amount of visitors. The watch deputy shall enter this information into the PDC North Facility Daily Activity Log.

[REDACTED TEXT]

SPECIAL VISITS

All special visits, outside of normal visiting hours, will be at the discretion of the watch commander.

• • • 5-10-020 Professional Visits and Facility Security Cards

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for professional visits, as well as the issuance of facility security cards.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

Professional Visiting Information

- **Professional visiting hours are from 0800 to 2000 hours, Monday through Friday, or per the watch commander.**
- **Weapons, ammunition, cell phones, and cameras are not allowed inside the facility. Only with a valid court order, or watch commander approval, shall laptops, tape recorders, or cameras be allowed into the facility. [REDACTED TEXT] All other prohibited items need to remain in the visitors locked vehicle.**
- **Attorneys in possession of a laptop must sign the Custody Division Laptop Request and Acknowledgement Form.**
- **All visitors are subject to a contraband inspection of all purses, briefcases, case files, and bags prior to entry into the facility. Visitors are encouraged to bring a minimum amount of material with them into the facility.**
- **All visitors are required to check in at main control and present a valid form of identification.**
- **No food or beverages will be allowed.**
- **There shall be no physical inmate contact.**
- **No items other than legal paperwork shall be passed to the inmate during the professional visit.**
- **There is no time limit for professional visits.**

Professional Visiting Procedures

A. Check-In

- **All visitors shall enter the facility through the pedestrian sally port in front of main control and check in with desk personnel. The visitor shall exchange their valid form of identification for the appropriate Custody Services Division security card and the visitor shall be logged into the Facility Visitor Log.**
- **There are three different types of security cards that are issued to professional visitors.**
  - **The green non-escort card is for individuals who have been pre-approved by Religious and Volunteer Services (RVS). Their name has been placed on the non-escort list at main control.**
  - **The red escort card is for individuals who have been pre-approved by RVS. Their name has been placed on the escort list at main control and shall be escorted at all times while they are inside the secured areas of the facility.**
  - **The black chaplain card is for individuals who have been screened and identified by RVS as being a chaplain. These chaplains who enter custody facilities on a regular basis shall exchange their government issued identification for a black chaplain card when entering the facility.**
- **In the event that a professional visitor has not been placed on either of the pre-approved lists, it shall be at the discretion of the facility watch commander (or their designee) to permit access and issue an appropriate security card.**
- **Custody personnel who have been issued a photo custody identification card by the Department do not have to exchange their cards when entering the facility.**
- **All security cards shall be properly displayed by the visitor at all times while they are inside the secured areas of the facility. The card shall be displayed on the outer most article of clothing, on the front of the chest, center level or above, and in plain view.**
- **Professional visitors shall complete the correct visiting slip according to the reason for their visit: SH-J-9, "Custody Division Attorney Interview Slip" or PHR-101, "Official Visitor Register Card."**
- **Desk personnel shall verify the inmate's location using the Automated Justice Information System (AJIS), write the location on the appropriate slip, and notify the module control officer of the visit.**
- **Once the visitor has been cleared, they shall be directed to the appropriate module to conduct their visit.**

B. Conducting the Visit

- **Visitors shall enter the module and check in at the module control office window. The completed slip shall be given to module personnel. The visitor shall be instructed to have a seat at a visiting window.**
- **The dorm control officer shall be notified of the visit and allow the inmate to exit their dorm. The inmate shall check in at the module control window so their wristband can be verified with the visiting slip. The inmate shall then be instructed to enter the visiting area.**
- **The module control officer shall maintain visual observation of the visiting area during visits,**

as duties permit, to enforce all visiting regulations.

- **Any legal paperwork to be passed to the inmate shall be done through the module control window. Only legal paperwork may be passed. Module personnel are authorized to rifle, fold, or bend the paperwork to ensure there is no contraband contained within the paperwork.**
- **At the completion of the visit, the inmate shall return to their dorm and the visitor shall return to the module control window. Module personnel shall return the visiting slip to the visitor and instruct them to return to main control.**

C. Check-Out

- **The visitor shall enter into the pedestrian sally port and return their Custody Services Division security card to the desk personnel. Desk personnel shall log the time of check-out into the Facility Visiting Log and return the visitors valid form of identification to them.**
- **The visitor shall also return all visiting slips to the desk personnel for retention.**

D. Face-to-Face Visits

- **North Facility shall attempt to accommodate all court ordered face-to-face attorney visits in the module one professional visiting room.**
- **If an attorney requests to conduct a face-to-face visit, they shall present desk personnel with a valid court order at the time of check-in.**
- **Desk personnel shall issue the appropriate facility security card and log the visitor in the Facility Visitor Log.**
- **All attorneys requesting a face-to-face visit shall be subject to an article search prior to entry into secured areas of the facility. An article search consists of all purses, briefcases, case files, and bags.**
- **The attorney shall be directed to module one and check-in at the module control window. Module one personnel shall escort the attorney into the professional visiting room.**
- **Desk personnel shall notify the appropriate module of the face-to-face visit. Personnel assigned to the module where the inmate is housed shall be responsible for escorting them to module one.**
- **Module personnel shall notify field sergeant 1 of the face-to-face visit. Field sergeant 1 shall identify and assign someone to maintain visual observation of the inmate and their attorney at all times during the visit in order to enforce all visiting regulations and prevent contraband from being passed.**
- **Only one inmate shall be permitted in the professional visiting room at a time.**
- **If the professional visiting room is being utilized and North Facility is unable to accommodate the face-to-face visit, field sergeant 1 shall contact North County Correctional Facility to try and facilitate the visit in their attorney room.**
- **In the event there is high volume of requests for face-to-face visits, desk personnel shall be responsible for initiating an appointment system. All attorneys shall be notified to contact the desk to schedule a face-to-face visit. While there is no time limit on face-to-face interviews,**

visitors will be asked to estimate the time needed in order to accommodate other appointments.

- **Any visitor requesting a face to face visit who does not have the appropriate paperwork shall be referred to the watch sergeant or watch commander.**
- **Court-ordered psychiatrists shall be permitted access, including face-to-face visits, to inmates for professional consultation in accordance with CDM [REDACTED TEXT]**
- **Law enforcement investigators shall be permitted reasonable access to interview inmates per CDM [REDACTED TEXT]**

If there is a professional visitor that is not on this list, it shall be at the discretion of the watch commander whether or not they are permitted to receive their visit and what identification is required of them.

• • • 5-10-040 Video Visiting for Moderate Observation Housing (MOH) Inmates

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for MOH inmates to utilize the Inmate Video Visitation System (IVVS) in Module 2 to conduct public and professional visits.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

An IVVS machine is located within the visiting room in Module 2. This machine shall be utilized to conduct public and professional visits for MOH inmates. Public visits shall take place Monday through Friday, between 1000 and 1800 hours and shall not be interrupted by daily routine activities. Professional visits (Tele-Psych Appointments) shall be scheduled with the Department of Mental Health Expansion (DME) Sergeant or Senior Deputy. Every attempt shall be made to accommodate all visits and ensure they do not conflict. Module personnel shall ensure inmates are inside the visiting room prior to the scheduled time of the visit. Only one inmate shall be permitted to use the IVVS machine at a time.

All maintenance issues shall be reported to the IVVS Support Help Desk and noted in the Electronic Uniform Daily Activity Log.

• • Section 5-11 - Health and Sanitation

• • • 5-11-030 Trash Pickup and Compactor Operations

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the collection and proper disposal of facility trash.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

The utility officer and ranger 5 shall be responsible for supervising inmate workers while trash is collected from the rear of each module during each shift. PDC South Facility's inmate work crew shall collect the trash from the administration building and trailers, each weekday on dayshift. The work crew shall be supervised by the Methicillin Resistant Staphylococcus Aureus (MRSA) officer.

Inmate workers shall separate the trash from the recyclables. All trash shall be placed into the trash compactor where it will be compressed. The recyclables shall be placed in the recycling containers, which are located next to the trash compactor. At no time shall any inmate worker be allowed to rummage through the trash.

Inmate workers shall operate the trash compactor only under direct supervision of ranger 5 or the utility officer. All inmates shall be clear of the trash compactor when it is operating to prevent injuries. PDC Motorpool personnel are responsible for the transportation and dumping of the trash compactor at least twice per week.

The PDC utility inmate work crew is responsible for picking up recyclable material generated at PDC North Facility. During regular business hours, the trash crew shall enter the facility through the vehicle sally port and remove the recyclables.

• • • 5-11-040 Waist Chain Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the cleaning, maintenance, and inventory of all waist chains.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC), North Facility.

ORDER:

Each module control officer (MCO) shall conduct an inventory and inspection of all the waist chains within their module at the beginning of each shift to ensure operability and cleanliness. The MCO shall document the inventory in the electronic Uniform Daily Activity Log (e-UDAL). The inventory shall also be documented in the Daily Security Inspection Sheet and submitted at the beginning of each shift to the watch sergeant.

Module personnel and the Inmate Processing Area (IPA) deputies shall be responsible for cleaning/sterilizing the waist chains after each use and at the end of each shift. The waist chains shall be cleaned/sterilized with an approved anti-bacterial solution that states it kills multiple pathogens, including methicillin-resistant staphylococcus aureus (MRSA). The MCO shall document the cleaning/sterilization in the e-UDAL.

The maintenance deputy shall be responsible for periodically completing an inventory of all facility waist chains. The maintenance deputy shall be responsible for ordering new waist chains, if required, and properly labelling them with PDC, North Facility tags.

• • • 5-11-050 Medical Screening of Inmate Food Servers

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for medically clearing inmate food servers.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

All inmate workers assigned to food preparation and service shall be examined and approved by medical staff prior to beginning their work assignment.

The medical staff shall conduct a weekly health inspection of inmate workers assigned to food preparation and service. Medical staff will notify custody personnel if any inmate worker is denied medical clearance for duty.

A current list of approved inmate food servers shall be kept in the Module Control Office (MCO) and any Dormitory Control Office (DCO) which houses inmate food servers. The list shall consist of the following information:

- **Inmate name**
- **Inmate booking number**
- **Inmate bunk number**

It shall be the responsibility of module personnel to ensure a minimum of ten inmates are assigned as food servers in each module.

When personnel suspect that an inmate is ill or displays a rash, open sores, cold symptoms, or complains of illness, the inmate shall be removed from the serving line until he can be examined by medical staff.

• • • 5-11-060 Control of Vermin

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the treatment and management of vermin-infested inmates and inmate housing areas.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

In the event Correctional Health Services (CHS) personnel determine vermin are present, all inmates in the immediate vicinity or adjacent bed areas shall:

- **Receive a complete change of bedding and clothing**
- **Scrub their entire bed area with a delousing solution**
- **Use a delousing shampoo supplied by CHS to wash all body hair**

The inmate(s) shall be taken to the clinic to be reevaluated by CHS personnel within 48 hours and the previous steps shall be repeated as necessary.

PDC North Facility has a contractual agreement with a licensed pest control company. The company is responsible for spraying the facility once a week and providing a receipt of service. The receipt shall be kept by PDC North Operations.

If vermin are found in the medical units, kitchen, and/or food storage areas, the watch sergeant shall contact the pest control company. The pest control company shall delouse the affected area.

• • Section 5-12 - Laundry

• • • 5-12-010 Laundry Exchange Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the issuance and regular exchange of inmate clothing, linen, and bedding.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC), North Facility.

ORDER:

GENERAL DESCRIPTION

Laundry exchange shall be conducted during AM shift, twice per week in each module. Modules 1 and 2 shall be conducted on Mondays and Thursdays. Modules 3 and 4 shall be conducted on Tuesdays and Fridays. Laundry exchange for both modules shall occur at the same time. This schedule may be adjusted due to unforeseen circumstances, holiday schedules, or availability of inmate clothing.

The following is a list of items that shall be exchanged on the assigned days:

- **Items exchanged on Mondays and Tuesdays (sheet roll) shall consist of:**
  - **One (1) Jumpsuit**
  - **One (1) T-shirts**
  - **One (1) Pairs of boxer shorts**
  - **One (1) Pairs of socks**
  - **One (1) Mattress cover or sheet**
  - **One (1) Towel**
- **Items exchanged on Thursdays and Fridays (towel roll) shall consist of:**
  - **One (1) T-shirts**
  - **One (1) Pairs of boxer shorts**
  - **One (1) Pairs of socks**
  - **One (1) Towel**
- **Blankets shall be exchanged at the beginning of the month in all four modules.**
- **If PDC, South Facility main laundry is unable to deliver sufficient laundry items for exchange, North Facility laundry personnel may postpone the exchange of those specific items until adequate inventory is obtained.**

LAUNDRY EXCHANGE PROCEDURES

Module personnel shall be responsible for conducting laundry exchange and completing laundry searches for excess linen in each dorm. Laundry carts shall be placed inside each of the module yard doors or the center core by laundry personnel. Laundry personnel shall communicate with the Module Control Officer (MCO) to ensure the yards are cleared prior to entry and secured upon leaving.

The Dormitory Control Officer (DCO) shall announce laundry exchange to the inmates, announce which items are to be exchanged, and instruct the inmates place all dirty linen into the empty laundry carts.

Inmates shall exit the dorm in a single file line into the yard area, wearing boxers only. The inmates shall be given their clean laundry by module inmate workers as they exit the dorm. Personnel shall supervise the inmate workers issuing laundry to ensure quality and proper fit. After all of the inmates have received their clean laundry, the yard doors shall be closed and the MCO shall monitor the inmates in the yard using the Closed Circuit Television (CCTV) system. The module

inmate workers shall remain inside the dorm.

Personnel shall then perform a search of all bunks and common areas within the dorm [REDACTED TEXT]

Once the dorm search is completed, the module inmate workers shall exit the dorm and the inmates in the yard will be allowed to re-enter the dorm. Personnel shall conduct laundry exchange in the same manner for the remaining dorms.

All excess laundry recovered during the dorm search shall be removed from the module by laundry personnel. All excess mattresses shall be removed from the dorm. If the mattress is in good condition, it shall be disinfected and stored in the storage room. If the mattress is unusable, it shall be removed from service.

Module personnel shall notify laundry personnel when the laundry carts are ready for pick-up. All outgoing carts shall be checked by laundry personnel to ensure no inmates or contraband are inside prior to leaving the module. Carts shall not be left unattended when inmates are present.

Personnel shall not subject the inmates to outdoor conditions that would be considered unreasonable while they are in the yard. In the event of inclement weather, the laundry exchange procedures shall be conducted at the discretion of the supervisor overseeing the laundry exchange.

CONTAMINATED CLOTHING EXCHANGE PROCEDURES

Inmates requiring clothing and/or bedding exchange due to vermin infestation or other contamination, shall immediately be issued new linen upon request. Contaminated clothing and bedding shall be placed in a plastic bag marked "contaminated" and removed from the module. All contaminated clothing shall be handled separately from other dirty laundry.

DOCUMENTATION

All searches shall be logged and signed in the electronic Uniform Daily Activity Log (e-UDAL) by the line sergeant or SLD. The line sergeant or SLD shall ensure that a search report (SH-J-434) is generated and submitted to the watch commander. All search reports shall be processed through the Custody Automated Reporting and Tracking System (CARTS). The deputy or custody assistant designated to complete the search report shall be responsible for generating a reference number and submitting the form to the line sergeant for approval as specified through CARTS. In addition all search reports shall be completed and approved by the watch commander by the end of shift.

• • • 5-12-020 Cleaning and Storage of Inmate Mattresses

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the cleaning and storage of inmate mattresses.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

It shall be the responsibility of module personnel to ensure that all inmate mattresses are properly cleaned, disinfected, and stored prior to redistribution.

All used mattresses shall be cleaned and disinfected with the approved disinfectant spray, as per the directions on the product. Once the mattresses have been disinfected, they shall be stored in a stacked position, off the floor, in the module storage room.

• • Section 5-13 - Services for Inmates

• • • 5-13-010 Inmate Orientation Video

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the inmate orientation video.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

An inmate orientation video, specific to PDC North Facility, shall be shown daily between 0900-1000 hours to all inmates assigned to dormitory housing.

The orientation video shall inform inmates of the following information:

- **Correspondence, visiting, and telephone usage rules**
- **Rules and disciplinary procedures**
- **Inmate grievance procedures**
- **Programs and activities available and the method of application**
- **Medical services**
- **Classification and housing assignments**
- **Court appearance**
- **Voting**

• • • 5-13-030 Inmate Telephone Procedures

PURPOSE OF ORDER:

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

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

There are 132 inmate telephones located inside PDC North Facility at the following locations:

- **Eight telephones within each dormitory**
- **One telephone within each E-Row**

Dormitory telephones are available to inmates 24 hours a day, except during meals, counts, and emergent situations. The E-Row telephone is to be used by pre-discipline inmates, administratively segregated inmates, or medically segregated inmates.

[REDACTED TEXT]

• • • 5-13-040 Inmate Showering Procedures

PURPOSE OF ORDER:

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

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

Inmates shall be allowed access to the showers during the hours of 0600-2230, except during the following times:

- **Meal time**
- **Counts**
- **Dorm clean-up**
- **Clothing exchange**

Any inmate who is housed in discipline housing (E-Row) shall be given the opportunity to shower Monday, Wednesday, Friday, and Saturday, during PM shift. The Module Control Officer (MCO) shall ensure only one cell is opened at a time. All information regarding the showers shall be entered by the MCO in the electronic Uniform Daily Activity Log (e-UDAL).

• • • 5-13-050 Inmate Barbering

PURPOSE OF ORDER:

The purpose of this order is to establish inmate barbering procedures.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

Two (2) inmate workers from each module shall be selected from a list of pre-screened inmates to perform barbering services. Module personnel shall ensure all barber equipment is accounted for daily by referring to the laminated Barber Inventory List zip tied to the inside of each barber's kit.

Barbering services shall be conducted in the center core of each module. The dormitory control officer shall only allow two (2) inmates at a time to leave the dorm for barbering services.

As directed by the State Board of Barbering and Cosmetology (Title 16, Division 9, Sections 979 and 980), the following procedures shall be adhered to:

- **All non-electrical equipment shall be stored overnight, fully immersed in a container of Barbicide**
- **All disinfectants shall be used per manufacturer's instructions**
- **Clean and soiled equipment shall be stored in properly labeled, separate containers**
- **Remove visible debris from all equipment and treat with disinfectant between uses**
- **Inmate barbers shall sweep all hair clippings after each cut into separate, plastic lined, and covered receptacles**

Inmate Services personnel shall be responsible for ordering all barbering supplies and replenishing any needed supplies upon request by module staff.

• • • 5-13-060 Religious Services

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for Religious Services personnel.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC), North Facility.

ORDER:

CHAPLAIN SCHEDULE

The days and times for chaplain services are noted on the multipurpose room (MPR) schedule, located in each module control office, main control, chaplain's office, and the watch sergeant's office. Inmate counseling may occur anytime during regular business hours.

SERVICES

- **PDC, North Facility religious services are conducted in each module MPR with a maximum occupancy of 40 inmates for any service**
- **The watch sergeant shall be notified if the service location or time requires an adjustment**
- **Chaplains shall be permitted to enter the sally ports of each dorm to introduce themselves and encourage inmates to attend services**
- **It shall be at the discretion of the module ranger, whether or not to allow inmates housed in dorms on opposite sides of the module to attend the services together**
- **Module control officers shall allow the chaplain their full time slot as indicated by the MPR schedule**
- **When the facility is locked down for non-emergent situations, the chaplains shall be permitted to continue their activities**
- **The start and end times of religious services and counseling shall be logged in the module control officer's electronic Uniform Daily Activity Log (e-UDAL)**
- **If there are any issues or concerns, module personnel shall contact a supervisor**

COUNSELING

- **Counseling shall only be conducted by Department authorized chaplains and assistant chaplains**
- **Volunteer chaplains shall not counsel inmates**
- **Counseling may be performed anywhere in the module that can be properly supervised by deputy personnel**
- **Chaplains shall have no more than three (3) inmates out at one time for counseling**

• • • 5-13-070 Commissary Services

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for commissary services.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC), North Facility.

ORDER:

Inmates are given the opportunity to purchase snacks and personal hygiene items on a weekly basis. Commissary for inmates at PDC, North Facility is provided by Keefe Commissary.

The commissary menus shall be distributed to the inmates each Tuesday during day shift by each dormitory control officer. Inmate Services personnel shall be responsible for collecting all commissary menus and delivering them to main control by 1900 hours. A Keefe Commissary employee will collect the forms on Tuesday evening from main control.

Keefe Commissary personnel will distribute the store items ordered every Wednesday between 1700 and 2100 hours. The only variation from this delivery schedule shall occur during holiday weeks. Keefe Commissary will be responsible for providing Inmate Services with an updated delivery schedule for those weeks.

If the inmate is housed in E-Row for disciplinary housing, they shall be allowed to order from the discipline menu and given their property after they sign the verification form with Keefe Commissary personnel.

Any time there is a price change, or addition of a new commissary item, Inmate Services shall be responsible for replacing the commissary menus posted in each dorm.

Module personnel shall be responsible for monitoring commissary, maintaining order, and logging commissary in the electronic Uniform Daily Activity Log.

All inmate complaints regarding commissary shall be handled by Inmate Services. Inmates shall be required to fill out an inmate request form identifying their problem. Inmate Services shall initiate contact with Keefe Commissary to correct the problem.

• • • 5-13-080 Vending Services

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for vending services.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC), North Facility.

ORDER:

Vending machine snack and beverage sales are available to the inmates in their housing areas through the purchase of vending cards from the commissary provider. Vending services at PDC, North Facility are provided by First Class Vending.

Vending machines will be stocked as needed by First Class Vending personnel. First Class

Vending personnel shall be escorted into the dorms when possible. If an escort is unavailable, First Class Vending personnel may service the dorm machines with visual security provided by the dormitory control officer (DCO) personnel, as long as the dorm is clear of all inmates. First Class Vending personnel shall not have any contact with the inmates.

In the event of a vending machine malfunction, a notice shall be placed on the machine and an email notification shall be made to Inmate Services and the maintenance deputy.

All inmate complaints regarding vending shall be handled by Inmate Services. Inmates shall be required to fill out an inmate request or vending machine refund form identifying their problem. Inmate Services shall initiate contact with First Class Vending to correct the problem.

Vending machines shall be routinely inspected by module personnel for vandalism. In the event of vandalism, line supervisors shall be notified, investigations conducted, and appropriate report(s) completed. All issues of this nature shall be logged in the electronic Uniform Daily Activity Log (e-UDAL).

• • • 5-13-090 Inmate Recreation Yard Schedule

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the use of the recreation yards.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC), North Facility.

ORDER:

Inmates shall be allowed to use the recreation yards daily between the hours of 0730-1430 and 1530-2130. Only one dorm of inmates shall be allowed access to each yard. For example: "A" dorm has access during the hours of 0730 to 1430 and "B" dorm has access during the hours of 1530 to 2130. This is at the discretion of module personnel, however; no inmate shall receive less than three hours of recreation yard time per week. The dormitory control officer (DCO) shall ensure the use of the recreation yard is shared equally among the dorms.

Recreational activities shall be available to all inmates unless they are restricted by the watch commander for discipline, safety, or security reasons. There shall be no access to the recreation yards during visiting hours.

The recreation yard equipment (e.g., basketball, soccer ball, hand balls) may be stored inside each dorm. All requests for new equipment shall be handled by Inmate Services.

The DCO is responsible for logging recreation yard hours in the electronic Uniform Daily Activity Log (e-UDAL).

• • • 5-13-100 Inmate Education

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for providing education at Pitchess Detention Center(PDC), North Facility.

SCOPE OF ORDER:

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

ORDER:

The Education Based Incarceration (EBI) Bureau is responsible for providing inmate educational programs at PDC North Facility. The unit commander, in coordination with EBI personnel, shall determine the scope of educational programs that will be provided at PDC North Facility.

The Title 15/Compliance supervising line deputy shall serve as the liaison between PDC North Facility and EBI personnel. The supervising line deputy shall also maintain a schedule of all educational classes.

• • • 5-13-110 Individual and/or Family Service Programs

PURPOSE OF ORDER:

The purpose of this order is to establish procedures to facilitate individual and/or family social service programs for inmates.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

The social service programs provided at PDC North Facility are Alcoholics Anonymous (AA) and Narcotics Anonymous (NA). Both programs shall be conducted Tuesday nights, from 1900 hours to 2100 hours, in the module multi-purpose rooms. A maximum of 40 inmates shall be allowed to attend. The inmates participating in these social service programs shall be permitted to receive books, brochures, and other reading material pertaining to drug and alcohol counseling.

• • • 5-13-120 Inmate Television Programming

PURPOSE OF ORDER:

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

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

Inmate television programming shall be controlled by the watch deputy at main control based on a pre-scheduled program prepared each week by inmate services personnel. The program shall consist of a variety of television programs, including but not limited to movies, music, sports, special events, and occasional Spanish language programming. Music shall be played during waking hours at least twice per day, for a minimum of six (6) hours. Television programs that are excessively violent or blatantly offensive to any racial, ethnic, religious, gender, or cultural group, shall not be shown.

The inmate orientation video shall be played daily at 0900 hours. The Inmate Welfare Commission video shall be played at 0930 and 1600 hours on days designated by Custody Division. Thereafter, television viewing shall be according to the prepared schedule. Any deviation from the scheduled programming shall only be at the discretion of the watch commander.

• • • 5-13-130 Inmate Voting Procedures

PURPOSE OF ORDER:

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

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center(PDC), North Facility.

ORDER:

Inmates shall be advised of the inmate voting registration procedure via the daily inmate orientation video. This video instructs inmates of the proper procedure for obtaining Voter Registration Applications from Inmate Services personnel. The Title 15/ Compliance senior deputy shall serve as the facility voting coordinator and provide all available documentation and information to the Inmate Services officers.

• • • 5-13-140 Access the the Courts and Counsel

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for inmate access to courts and counsel.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center(PDC), North Facility.

ORDER:

All inmates shall have access to courts and counsel. Inmates shall be transferred to and from court by the Correctional Services Transportation Bureau (CST).

All inmates shall have access to professional visits[REDACTED TEXT]

Inmates may obtain any documents needed for their legal representation from Inmate Services via an Inmate Request Form. Such documents include but are not limited to: Cop-Out forms, Traffic forms, Request to Appear in Court, and other similar forms.

• • • 5-13-150 Inmate Mail and Correspondence

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for inmate mail and correspondence.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC), North Facility.

ORDER:

INCOMING MAIL

The mail is delivered to PDC, North Facility Inmate Services from the Inmate Reception Center (IRC). The Inmate Services officer is responsible for running the booking number on each piece of mail via the Automated Justice Information System (AJIS) for location accuracy, conduct a search for contraband, and sort the mail by module location. Mail shall be delivered to each module by the Inmate Services officer upon the completion of the first facility count on PM shift. The ranger of each module shall receive the mail and distribute it to the corresponding dormitory control officer (DCO).

The DCO shall be responsible for immediately distributing the mail to the inmates. Each DCO shall log the time the mail was distributed in the appropriate boxes in the electronic Uniform Daily Activity Log (e-UDAL). It shall be the responsibility of the module ranger to distribute mail to inmates housed in E-Row. At the completion of distribution of all inmate mail, the DCO and ranger shall contact the Inmate Services officer advising them that the mail has been delivered. Once the Inmate Service officer has verified all modules have delivered the mail, they shall contact the watch commander. The watch commander shall enter the completion time into the Watch Commander's Log.

When personnel identify the inmate receiving mail is no longer at PDC, North Facility or has been transferred to another module within the facility, they shall mark those pieces of mail with the inmate's current location and return them to Inmate Services for distribution to the proper module, or for forwarding to the appropriate facility.

These procedures are for use during routine operations. It is possible mail could arrive at a different time or more than once per day. If that occurs, mail shall be immediately processed and distributed to the inmates.

Mail shall be delivered to inmates without delay. Exceptions to this may include if the mail was received during "lights out", meal time, cleanup, or the facility was operating under an emergency situation (e.g., earthquake, flood, riot, etc.). The mail shall be immediately distributed to the inmates as soon as normal operations resume.

Supervisors shall make periodic checks of Inmate Services, module control offices, and the dormitory control offices to ensure the mail is being delivered as outlined in this procedure.

OUTGOING MAIL

The EM field sergeant shall be responsible for collecting all outgoing mail from the locked collection boxes in each housing location. The collected mail shall be given to the respective DCOs.

The DCOs shall sort, inspect, and seal the mail as soon as their duties permit. Inmates shall not be used to sort or seal mail. The mail shall never be left unattended where inmates may have access to it. After the mail has been sealed, the mail shall be placed in the Post Office mailbox located outside of main control. Under no circumstances shall any piece of mail be placed in the Post Office mailbox loose or in an unsealed envelope. No additional material, other than mail, shall be placed in the Post Office mailbox.

During day shift, a ranger unit shall deliver the mail to the mailroom located east of PDC South Facility.

MAIL INSPECTION

All inmate correspondence (incoming and outgoing) shall be inspected prior to being distributed. The following is a list of procedures personnel shall follow during the inspection of all inmate mail:

- **Mail shall not be read except when there are valid security reasons to justify such actions and the facility unit commander approves**
- **All inmate correspondence shall be searched for contraband**
- **All currency, bank drafts, money orders, checks, or other negotiable instruments found in inmate correspondence shall be immediately given to Inmate Services and forwarded to the IRC mailroom**

- **Any inmate correspondence found that violates regulations, shall be immediately returned to sender intact. Both the sender and the inmate shall be notified of the reasoning; via the inmate notification (SH-J-466) and sender notification (SH-J-465)**

There are no limitations on the volume of mail an inmate may send or receive

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• • • 5-13-160 Inmate Reading Materials

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for receiving and distributing inmate newspapers, books, periodicals, and other reading materials.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

NEWSPAPERS

The *Los Angeles Daily News* and *La Opinion* are delivered daily at approximately 0500 hours to PDC North Facility. The vendor shall enter the pedestrian sally port and deliver all of the newspapers to main control. Ranger 5 and the utility officer on EM shift are responsible for delivering the newspapers to the Module Control Officer (MCO) in each module. Module personnel shall be responsible for the distribution of the newspapers to each dorm.

LIBRARY SERVICES

A library of books and periodicals shall be maintained in bookshelves in each of the module's multipurpose rooms (MPR). Inmates shall be allowed to exchange and select books from the MPR as time permits. It shall be the responsibility of the Inmate Services officer to replenish the stock of library books in each module as necessary.

LAW LIBRARY

PDC North Facility does not maintain an inmate law library; however, inmates are able to request basic legal materials from Inmate Services. It shall be the responsibility of Inmate Services to assist the inmates in accessing legal materials and meeting the inmate's needs without unnecessary transfer. Legal reference materials shall be provided to the inmate in the visiting area of each module so they can be directly supervised.

RELIGIOUS READING MATERIALS

The Office of Religious and Volunteer Services (RVS) is responsible for the distribution of all religious inmate reading materials.

READING MATERIAL FOR INMATES IN E-ROW

Inmates housed in administrative segregation shall have the same access to reading materials as the general inmate population. Inmates housed in E-Row for disciplinary purposes, subsequent to the Disciplinary Review Board (DRB) hearing, shall be allowed a minimum of one book and one religious text. Module staff are responsible for the distribution and rotation of reading materials to inmates in E-Row. Any additional reading materials for inmates on discipline status shall be at the discretion of the unit commander.

• • • 5-13-170 Inmate Request and Grievance Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the proper handling of inmate requests, grievances, appeals, and medical forms.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC), North Facility.

ORDER:

Located inside each dormitory are locked metal boxes utilized for the collection of inmate requests, grievances, appeal forms, medical forms, and outgoing inmate mail. There is also a locked metal box located inside E-Row adjacent to the inmate telephone. The field sergeant shall be responsible for collecting the contents from all secured boxes once per shift.

The field sergeant shall review and place all non-emergent grievances against staff in the locked collection box located inside the administration building. The PDC North/South Grievance Team shall retrieve all grievance forms and process them appropriately. The Grievance Team box shall also be scanned once per shift by field sergeant 1 when the Grievance Team is not present. General requests shall be placed in the Inmate Services tray located inside the administration building for processing. All informal requests assigned to a staff member shall be completed, signed, and returned to Inmate Services for retention.

All medical forms, with the exception of emergent requests, shall be placed in the locked metal box located outside of the Module 2 Clinic.

• • Section 5-14 - Miscellaneous Line Procedures

• • • 5-14-020 Module Light Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the operation of lights inside inmate housing areas.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center(PDC), North Facility.

ORDER:

Lights inside inmate housing areas shall be turned off between the hours of 2300 and 0600. Any deviation from these hours shall require watch commander approval. Inmates shall be prohibited from talking and roaming after lights have been turned off.