
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
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- 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
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• • 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.

Pitchess Detention Center - North Facility : Chapter 3 - Administrative Policy and Procedures

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

Pitchess Detention Center - North Facility : Chapter 3 - Administrative Policy and Procedures

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.
