

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
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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
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• **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

• • 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.
