3-11-010 Facility Tours

PURPOSE OF ORDER:

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

SCOPE OF ORDER:

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

ORDER:

PROCEDURES

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

GUIDELINES FOR CONDUCTING PUBLIC TOURS

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